Military Surface Deployment & Distribution Command

# GFM DISCREPANCY IDENTIFICATION SYSTEM (DIS)

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29 Jan 13

# GFM DIS
## AGENDA

- What is DIS?
- How to access DIS?
- GFM Main Menu
- Dashboard
- DIS Capabilities Overview
- GFM Help Desk Support
- Questions

# GFM DIS
## WHAT IS DIS?

- DIS is used to electronically generate the DD Form 361 Transportation Discrepancy Report (TDR) which records and tracks shipment discrepancies
- DIS automates email requests for information between shippers, receivers, carriers, and third parties.
- The Defense Finance and Accounting Services (DFAS) uses TDRs generated through DIS to settle claims for discrepant shipments.

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## HOW TO ACCESS DIS?

- Access to all SDDC software applications is via the Electronic Transportation Acquisition (ETA) single sign-on portal.
- Register for an ETA login ID at: https://eta.sddc.army.mil to request a GFM User role.
- Log into ETA
- Under “My Approved Applications” click the **GFM link** to display the GFM Main Menu
- Click the **Discrepancy Identification System** button
- The DIS “Dashboard” displays

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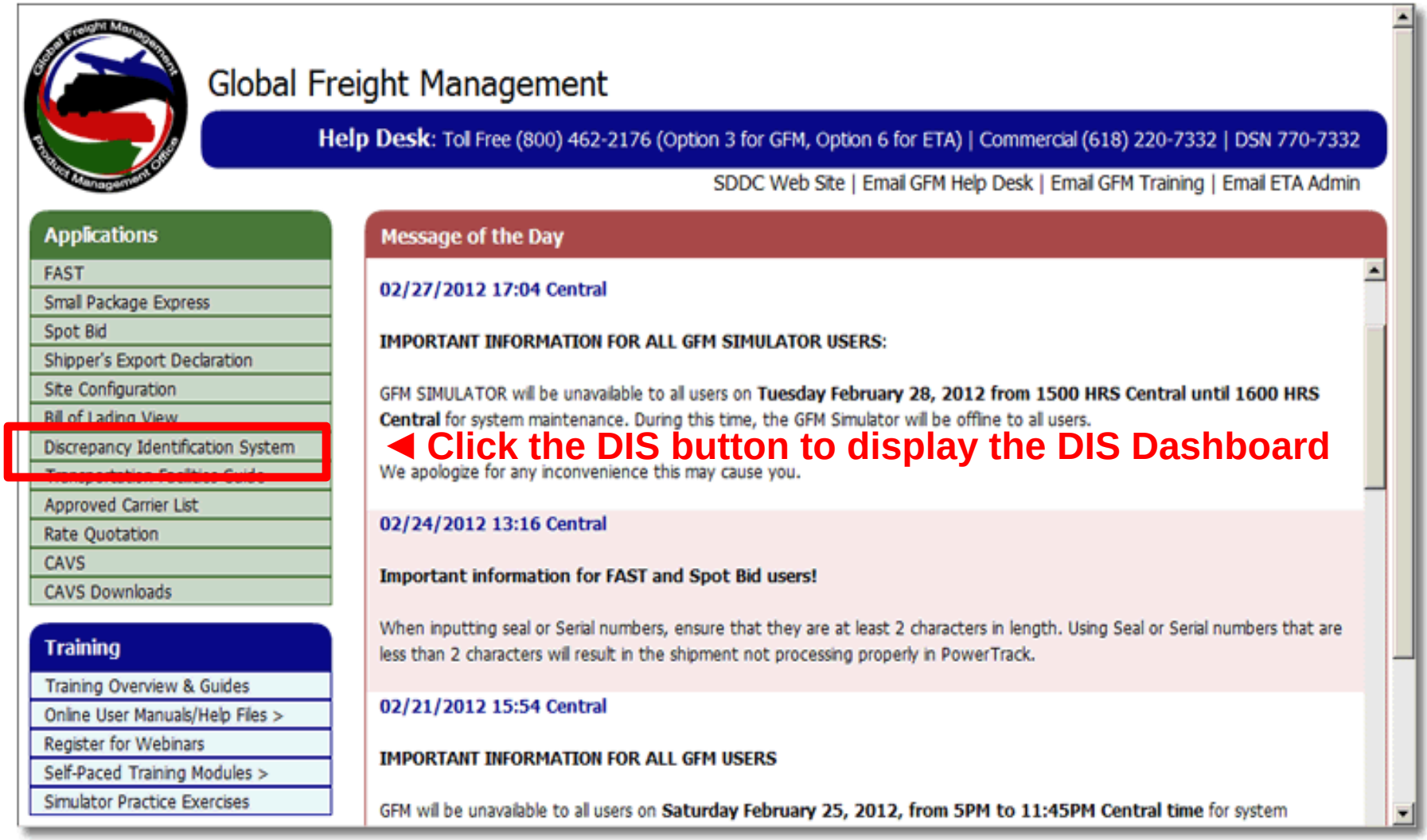
## GFM MAIN MENU




◄ Click the DIS button to display the DIS Dashboard

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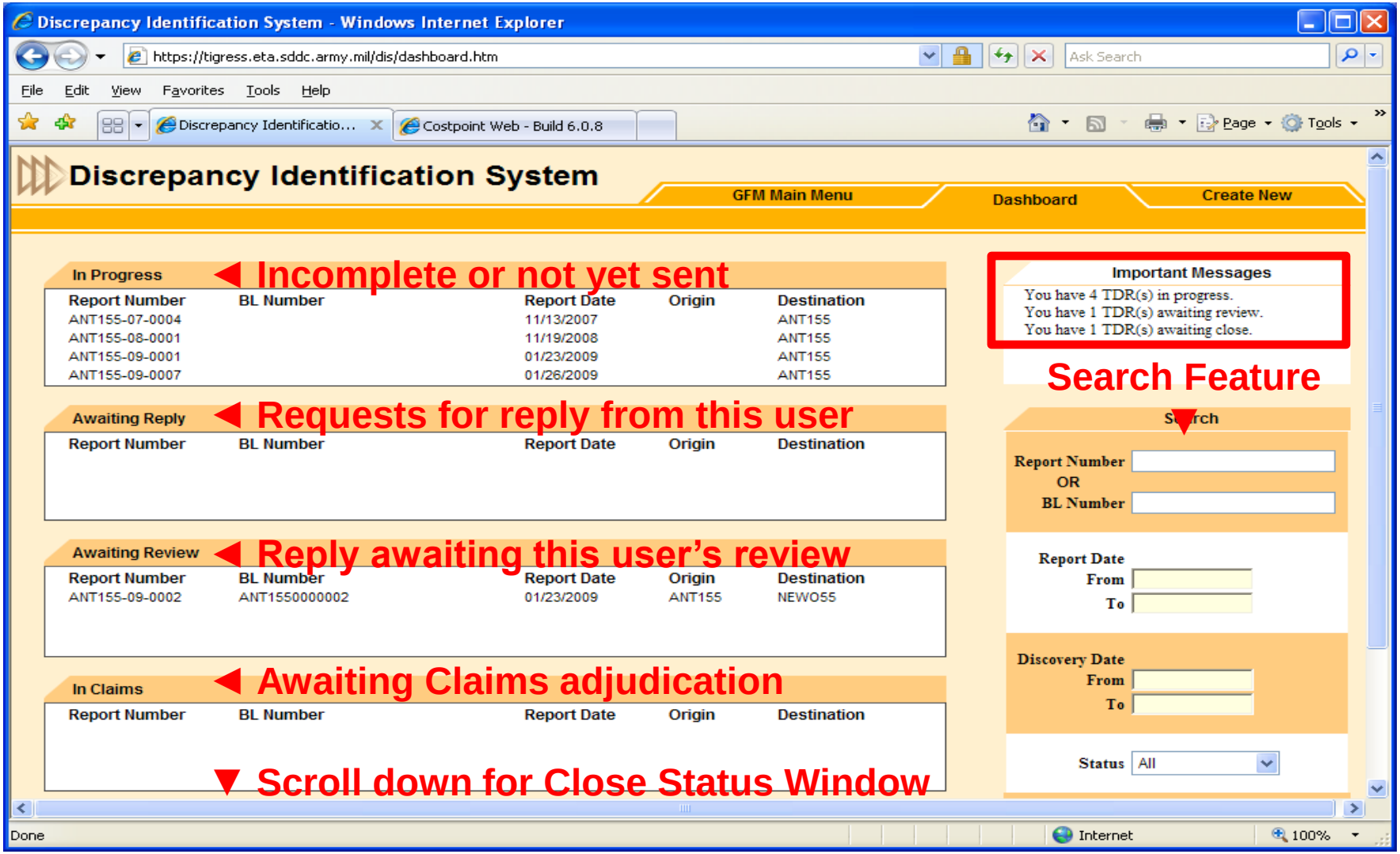
## DASHBOARD

- The Dashboard affords users quick and easy access to TDR status via the status windows:
  - In Progress (partial or complete but not sent)
  - Awaiting Reply (awaiting recipient's reply)
  - Awaiting Review (replies awaiting review by originator)
  - In Claims (awaiting adjudication)
  - Awaiting Close (ready for originator to close)
- To expand lists larger than the window, click the▲ on the right of the window header
- Other roles (e.g., carrier) can not view all status windows
- A summary of all statuses displays under Important Messages

# GFM DIS
## SEARCH FEATURE

- Users can search for one or multiple TDRs using:
  - Report or Bill of Lading (BL) Number
  - Date of TDR
  - Discovery Date of Discrepancy
- Enter search criteria
- Filter by Status using drop-down list
- Click **Search link** at bottom of the page

# GFM DIS
## DASHBOARD



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## CREATING A NEW TDR

- Click the **Create New** link at the top of the screen
- The **Report Identifier** screen will display
- Any field name that is UNDERLINED has a SEARCH capability:

1. Click the underlined field to access the search screen. For example, click **Reporting Activity**, **Consignor**, **Consignee**, **Shipper** or **TDR Addressee** to search for a DODAAC.
2. Enter search criteria and click the **Search** button.
3. Click the desired result to enter the data.

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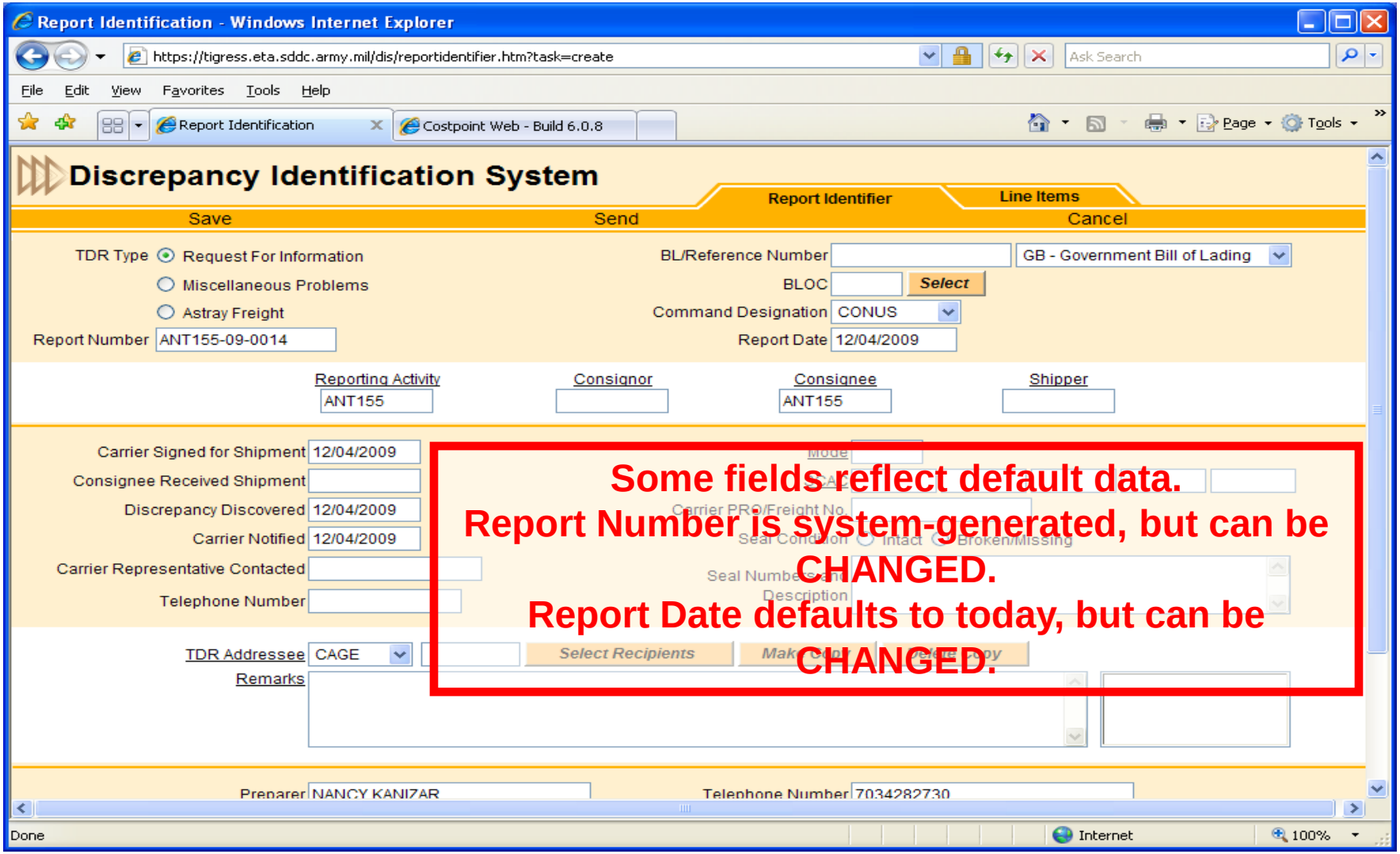
## CREATING A NEW TDR




**Some fields reflect default data.**

**Report Number is system-generated, but can be CHANGED.**

**Report Date defaults to today, but can be CHANGED.**

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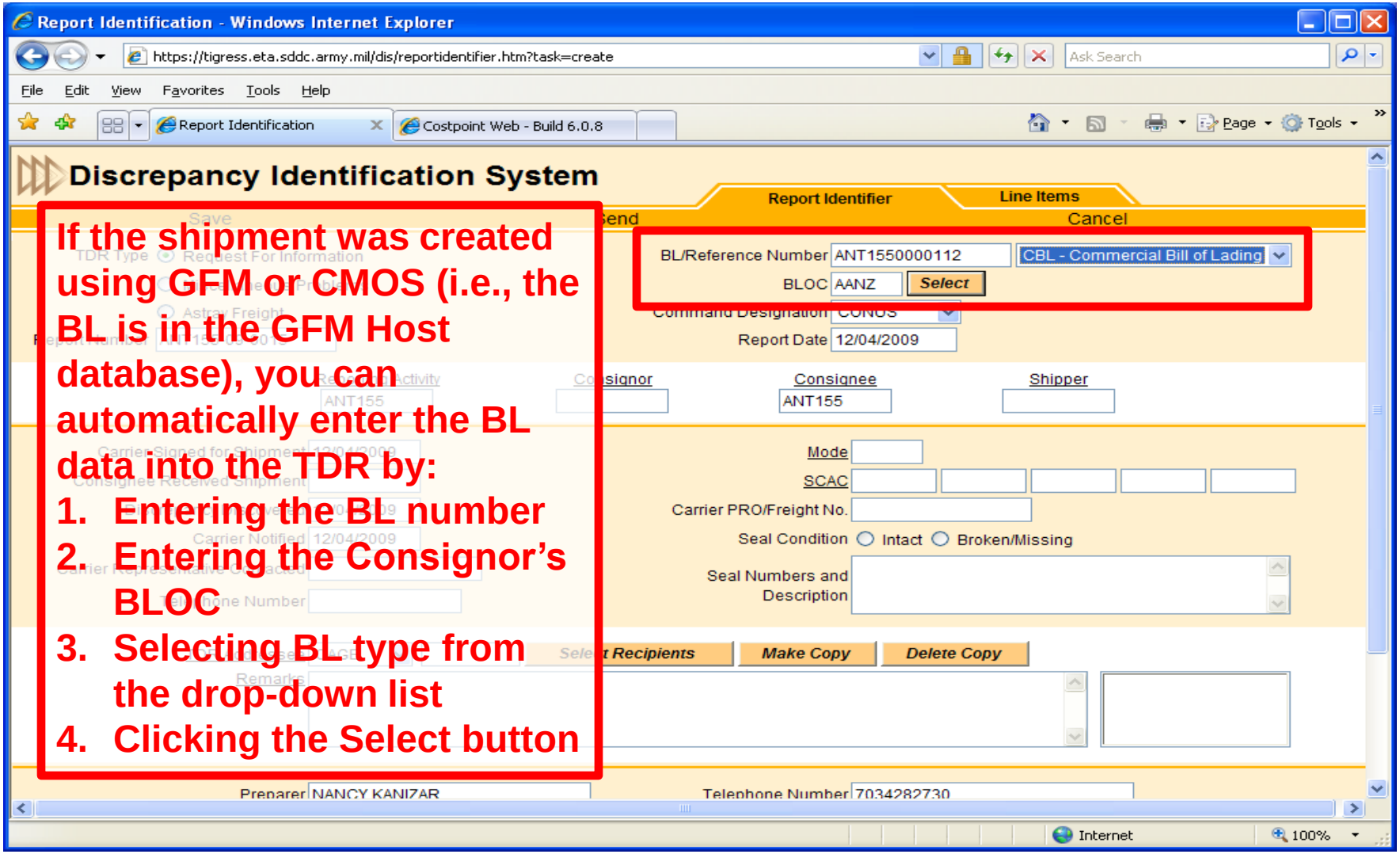
## AUTOMATED DATA ENTRY




If the shipment was created using GFM or CMOS (i.e., the BL is in the GFM Host database), you can automatically enter the BL data into the TDR by:

1. Entering the BL number
2. Entering the Consignor's BLOC
3. Selecting BL type from the drop-down list
4. Clicking the Select button

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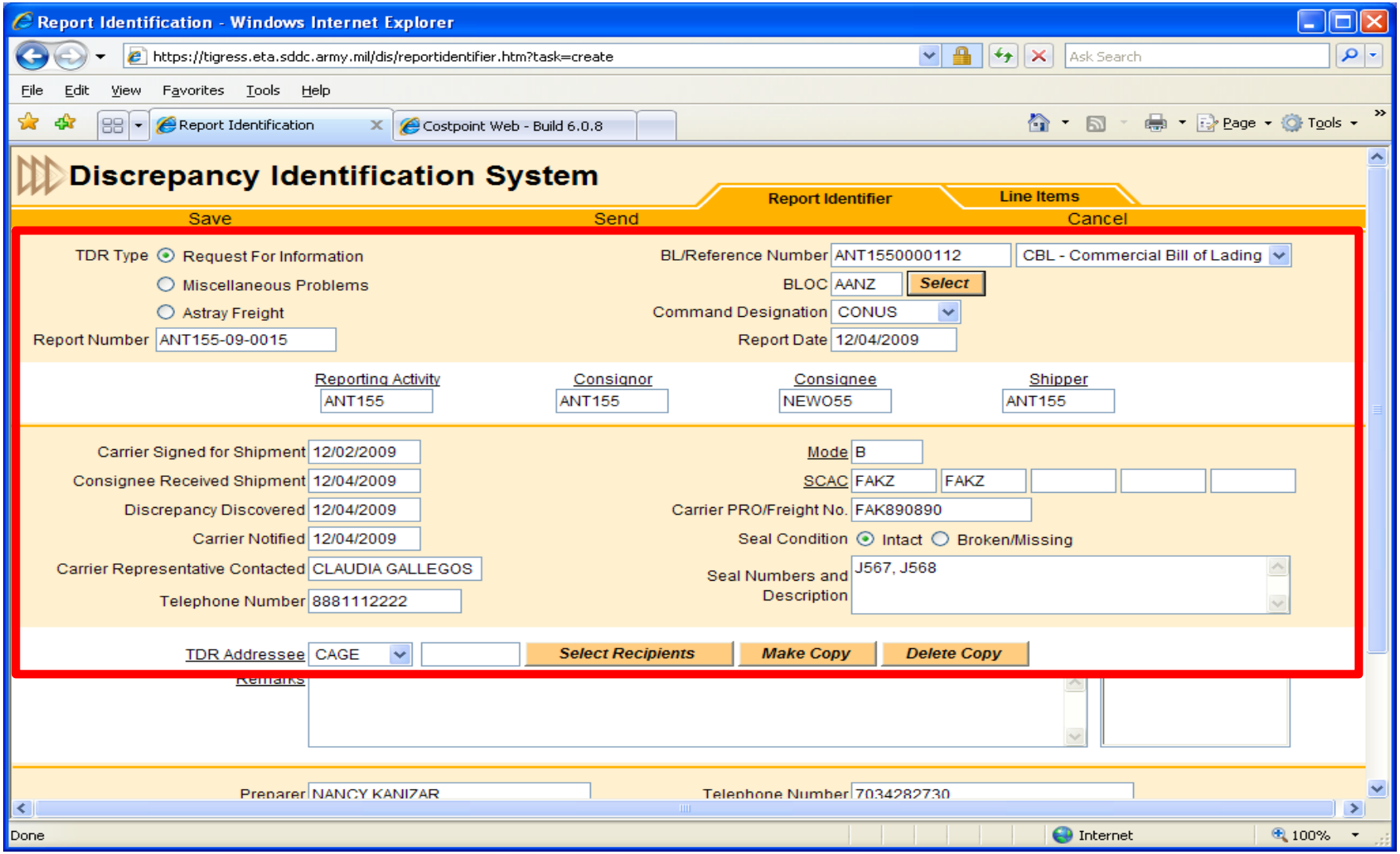
## COMPLETE REPORT IDENTIFIER SCREEN



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## TDR ADDRESSEE PROCESS

1. On the Report Identifier Screen, select address code type from TDR Addressee drop-down list.
2. Enter the address code (DODAAC, etc.) or search by clicking on **TDR Addressee**.
3. Enter remarks in the Remarks field or click **Remarks** to select standard remarks.
4. With the address code highlighted on the right, click the **Select Recipients** button.
5. Select **individual TDR recipients** and click the **Save** button.
6. To send another email, click the **Make Copy** button and repeat these steps.

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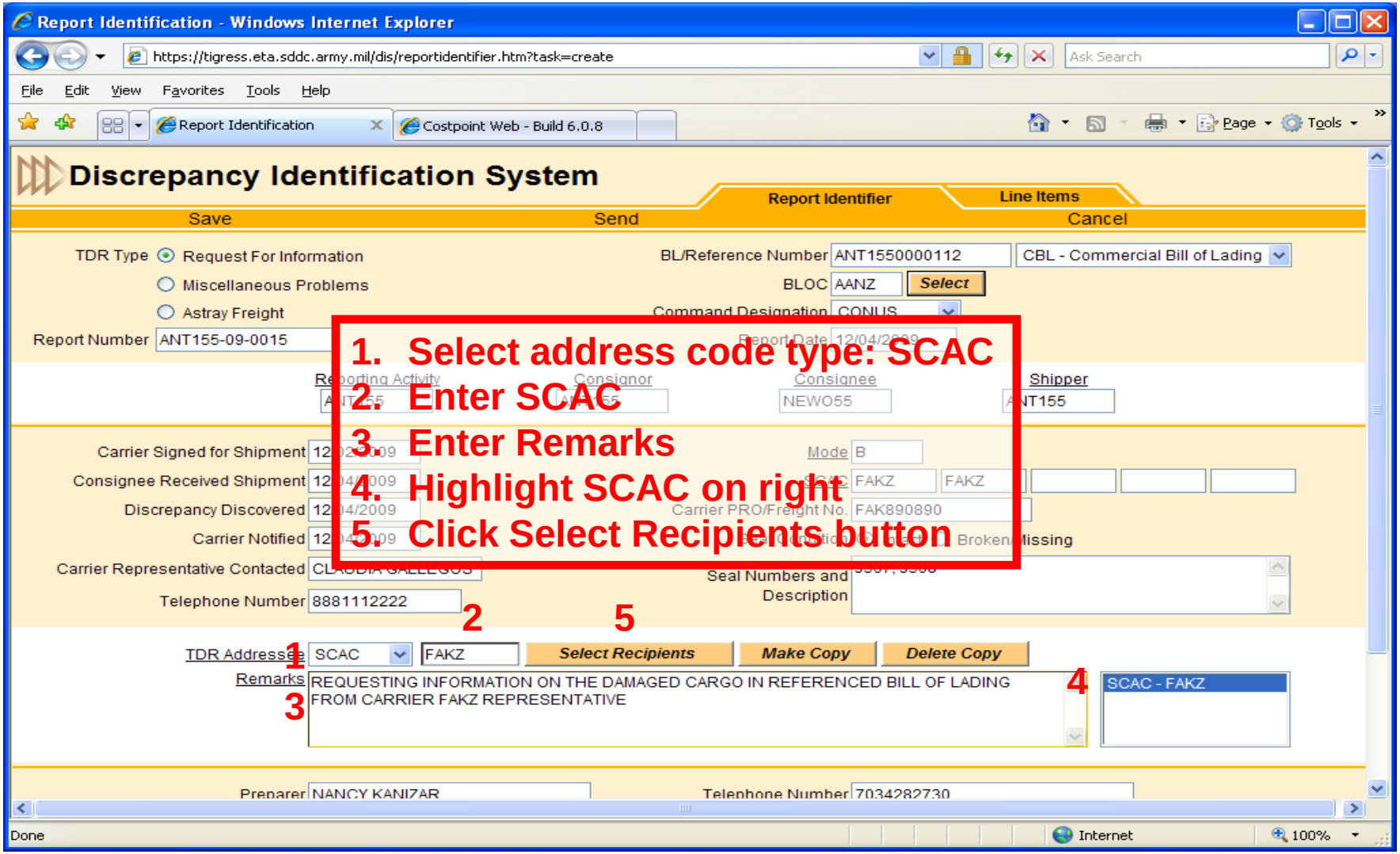
## 1st ADDRESSEE: CARRIER



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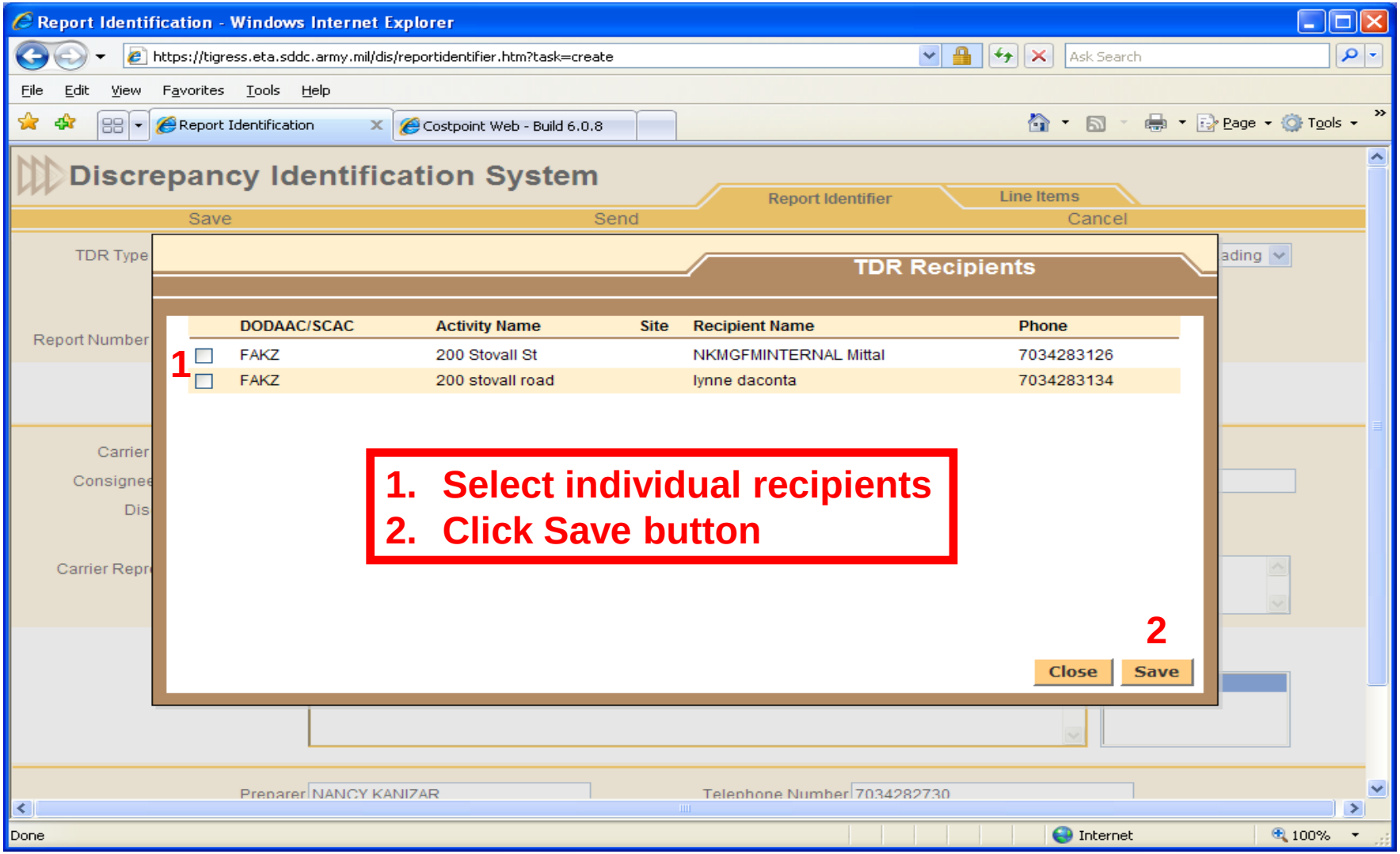
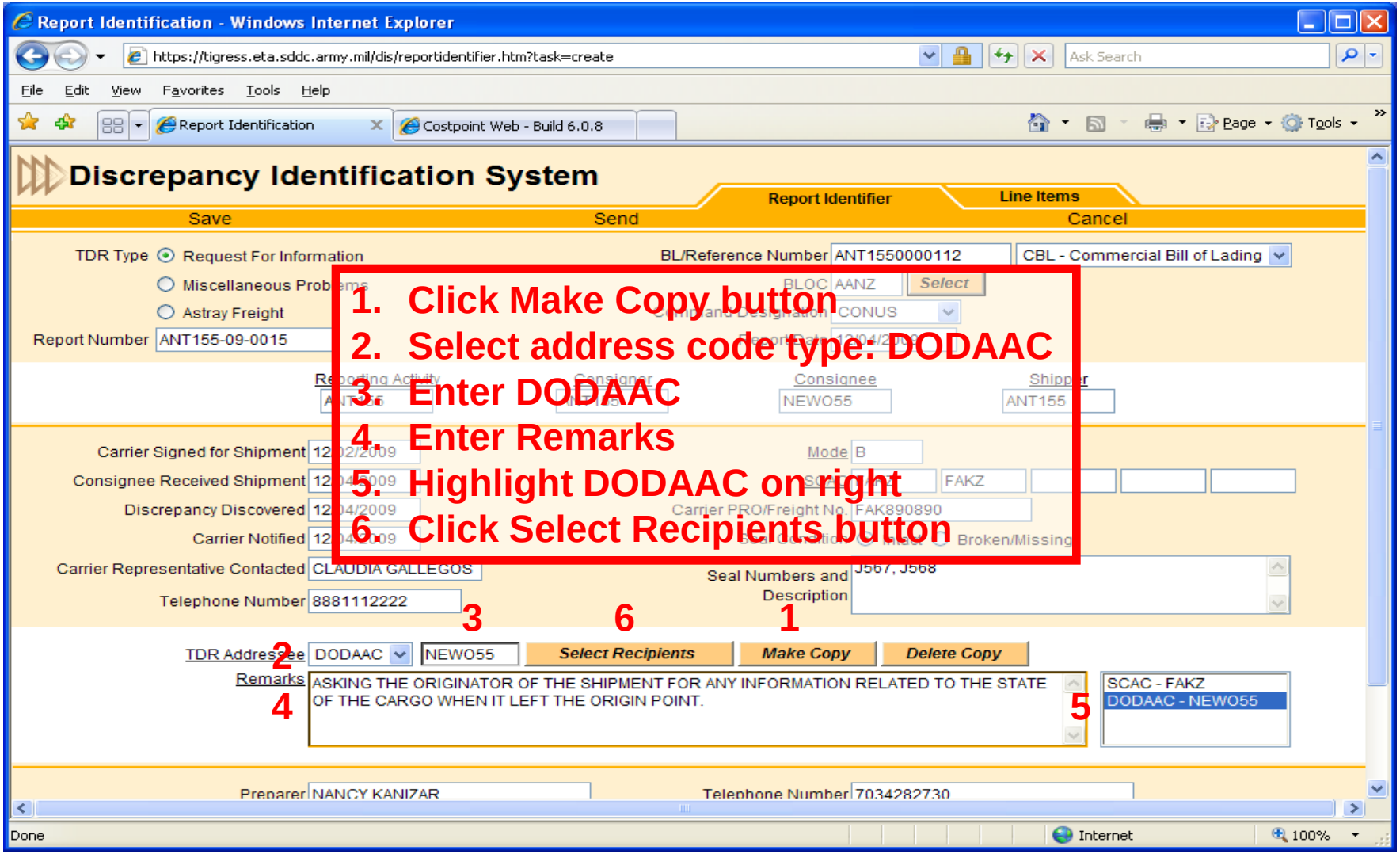
## SELECT CARRIER RECIPIENTS



# GFM DIS

## 2nd ADDRESSEE: SHIPPER



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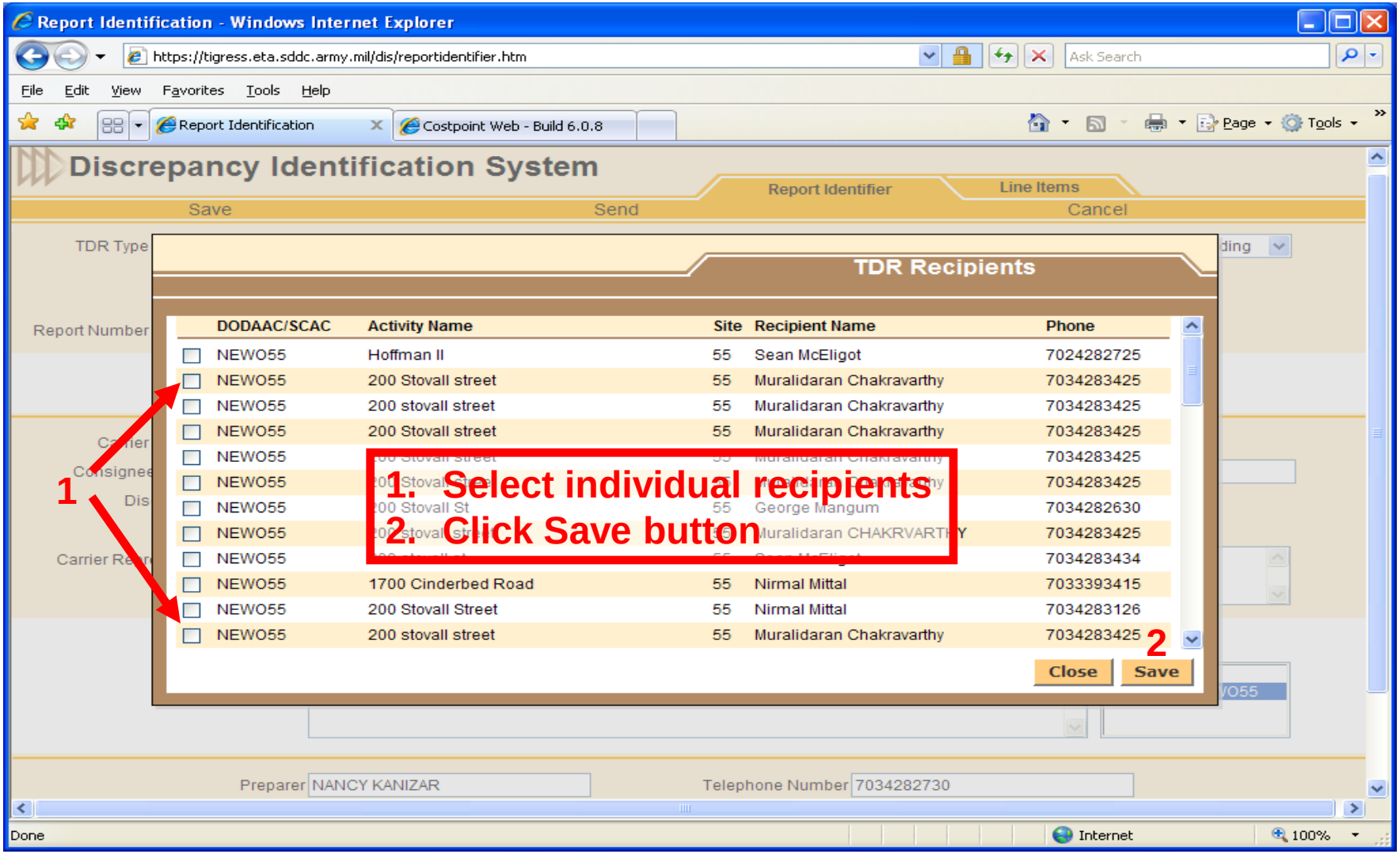
## SELECT SHIPPER RECIPIENTS



# GFM DIS
## LINE ITEMS SCREEN

- After selecting recipients, click the **Line Items** link to display the Line Items screen.
- Enter the discrepant information for the line item.
- Click the **FSC** or **Commodity** field names to use the search feature to enter the appropriate code.
- To add another TCN, click the **Add Item** link to display a new, blank Line Items screen.
- Upon entry of all line item information, click the **Send** link. DIS displays the TDR in the Awaiting Reply status windows of all recipients and sends each an email requesting they review the TDR.

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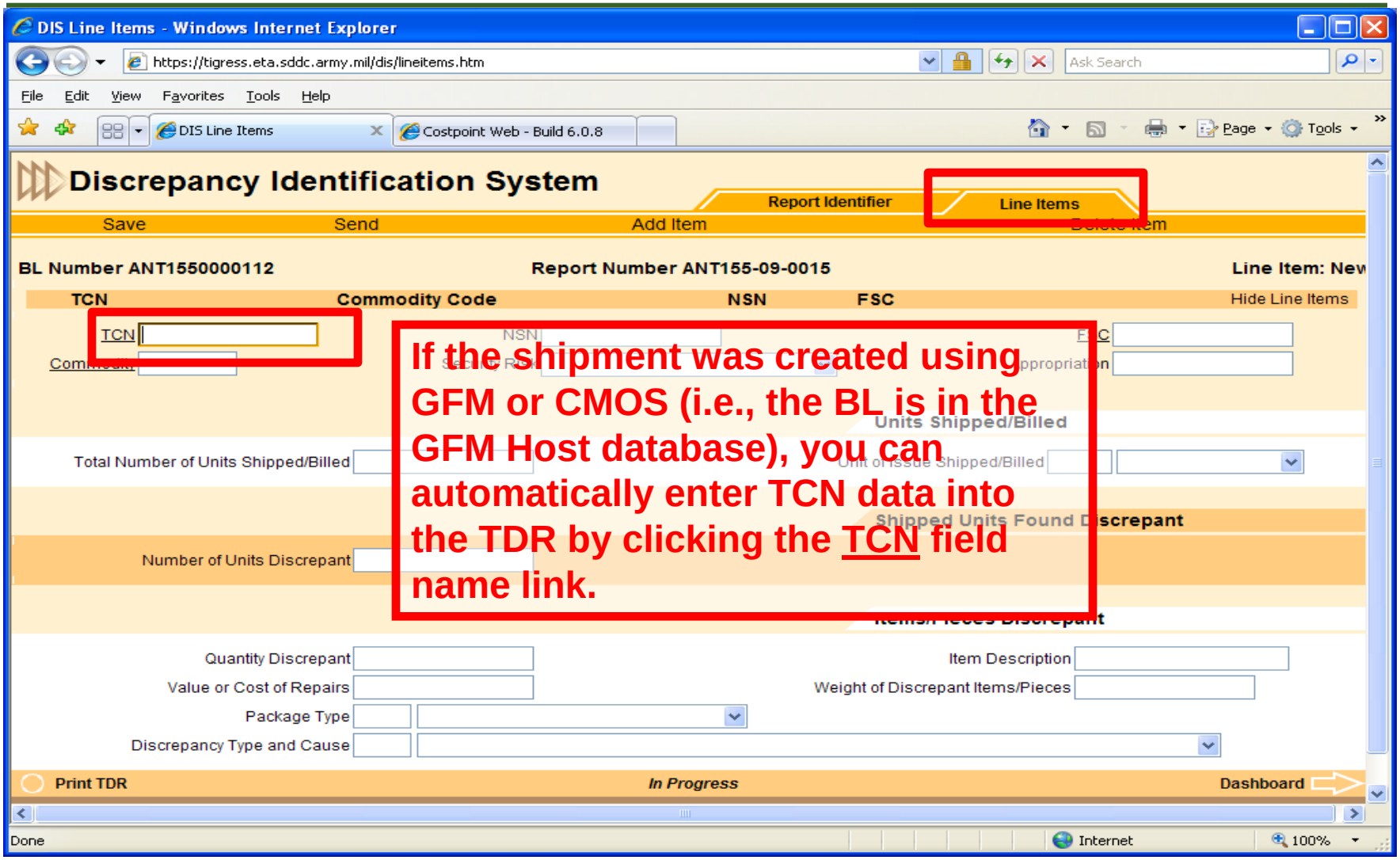
## LINE ITEMS SCREEN




**If the shipment was created using GFM or CMOS (i.e., the BL is in the GFM Host database), you can automatically enter TCN data into the TDR by clicking the TCN field name link.**

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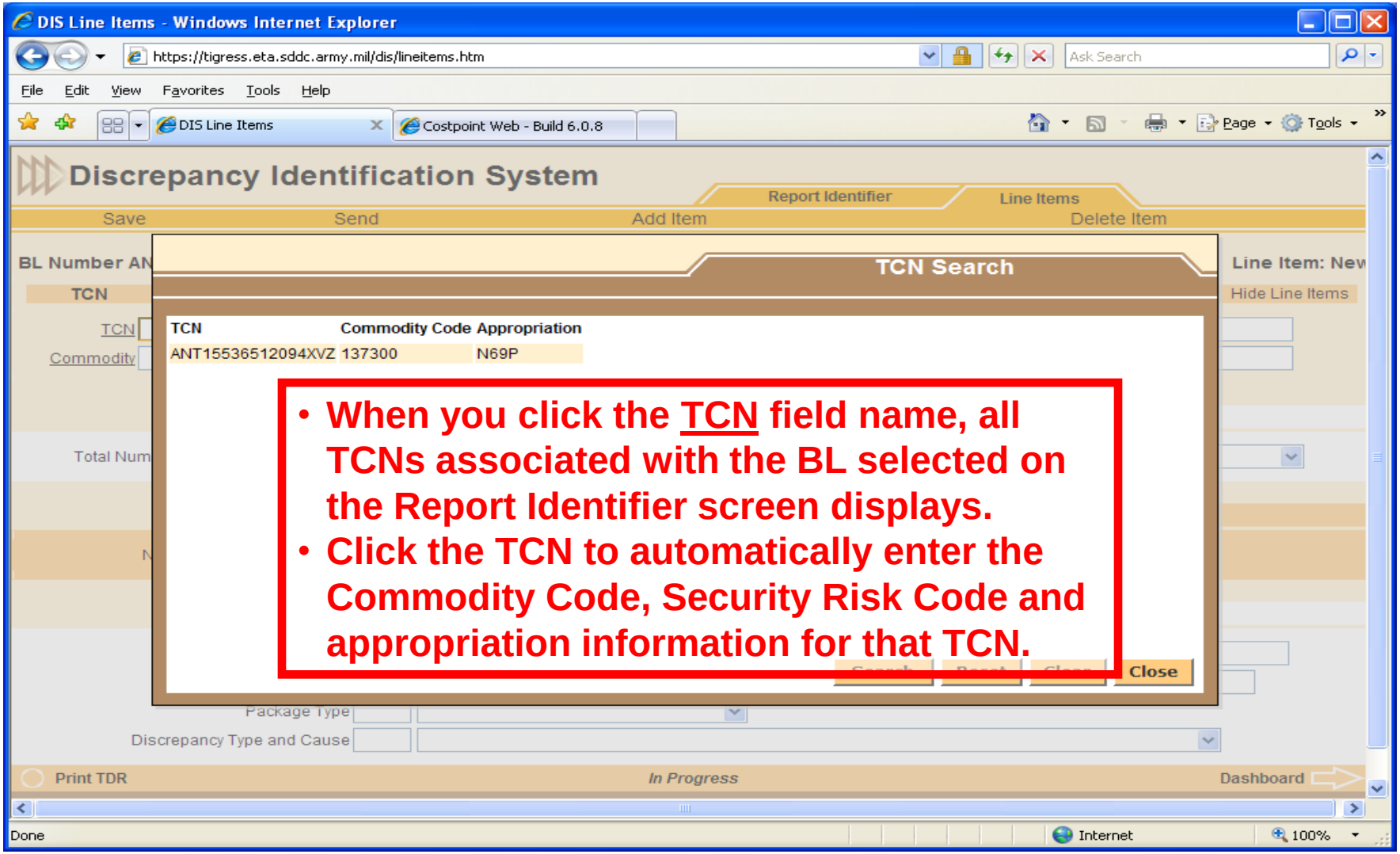
## TCN SELECTION




- When you click the TCN field name, all TCNs associated with the BL selected on the Report Identifier screen displays.
- Click the TCN to automatically enter the Commodity Code, Security Risk Code and appropriation information for that TCN.

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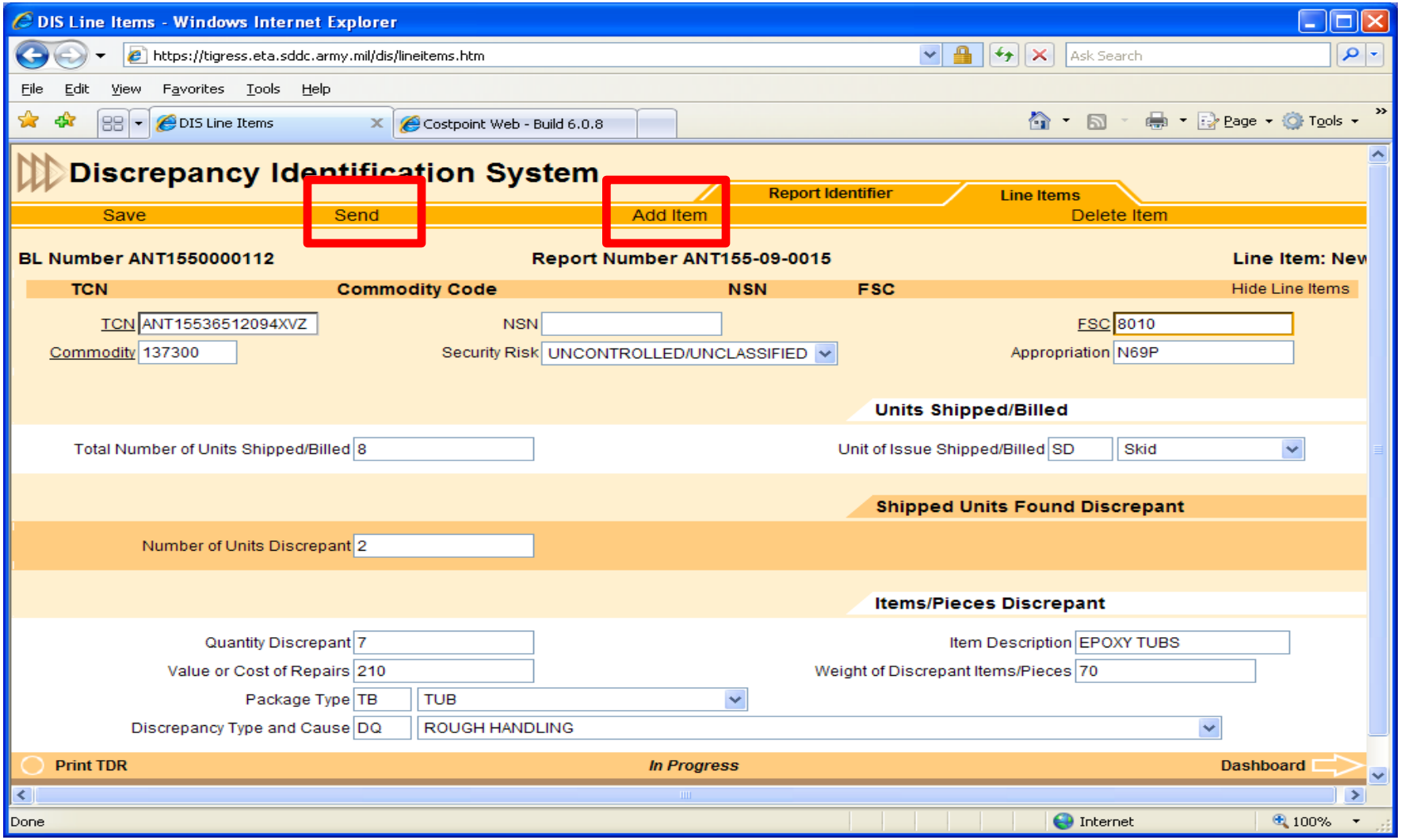
## COMPLETED LINE ITEMS SCREEN



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## RESPOND TO AN RFI

- When the originator submits the TDR Request for Information in DIS, the system sends each selected recipient (carrier, originating shipper, etc.) an email requesting they review the TDR.

- The TDR shows in the Awaiting Reply status window of each recipient.

- Recipients review the TDR, enter a reply with relevant shipment information and submits back to the originator.

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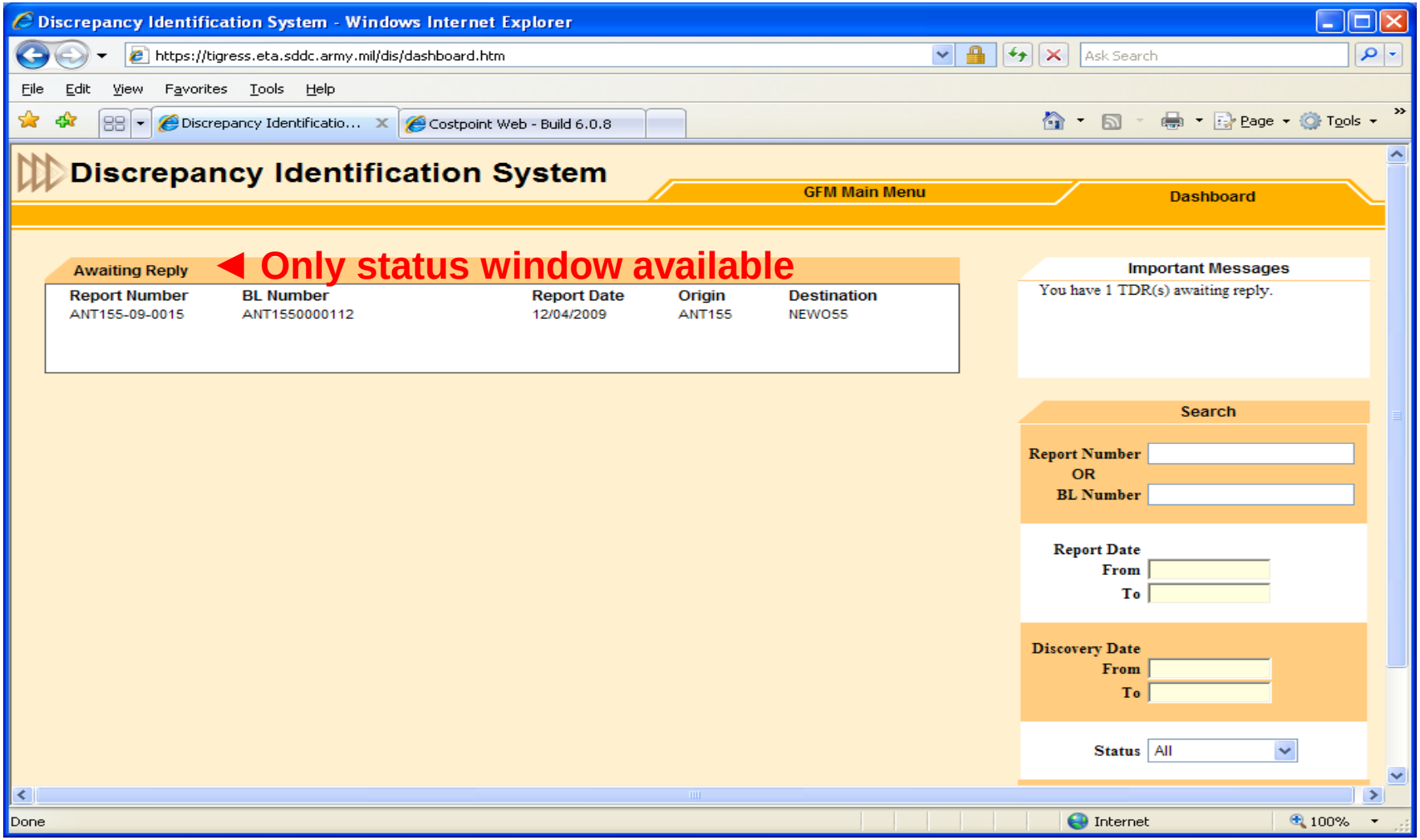
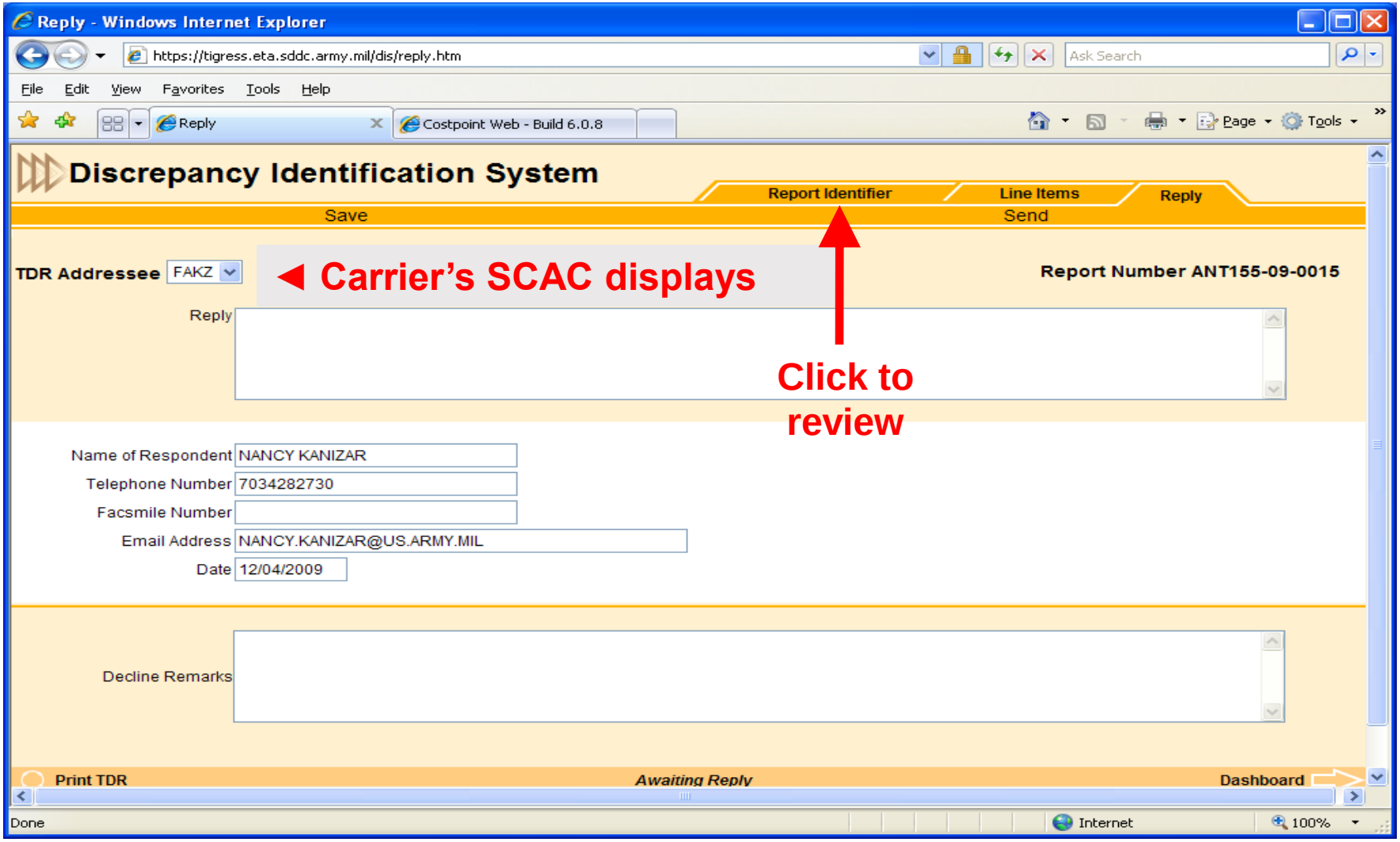
## CARRIER SCREEN VIEW



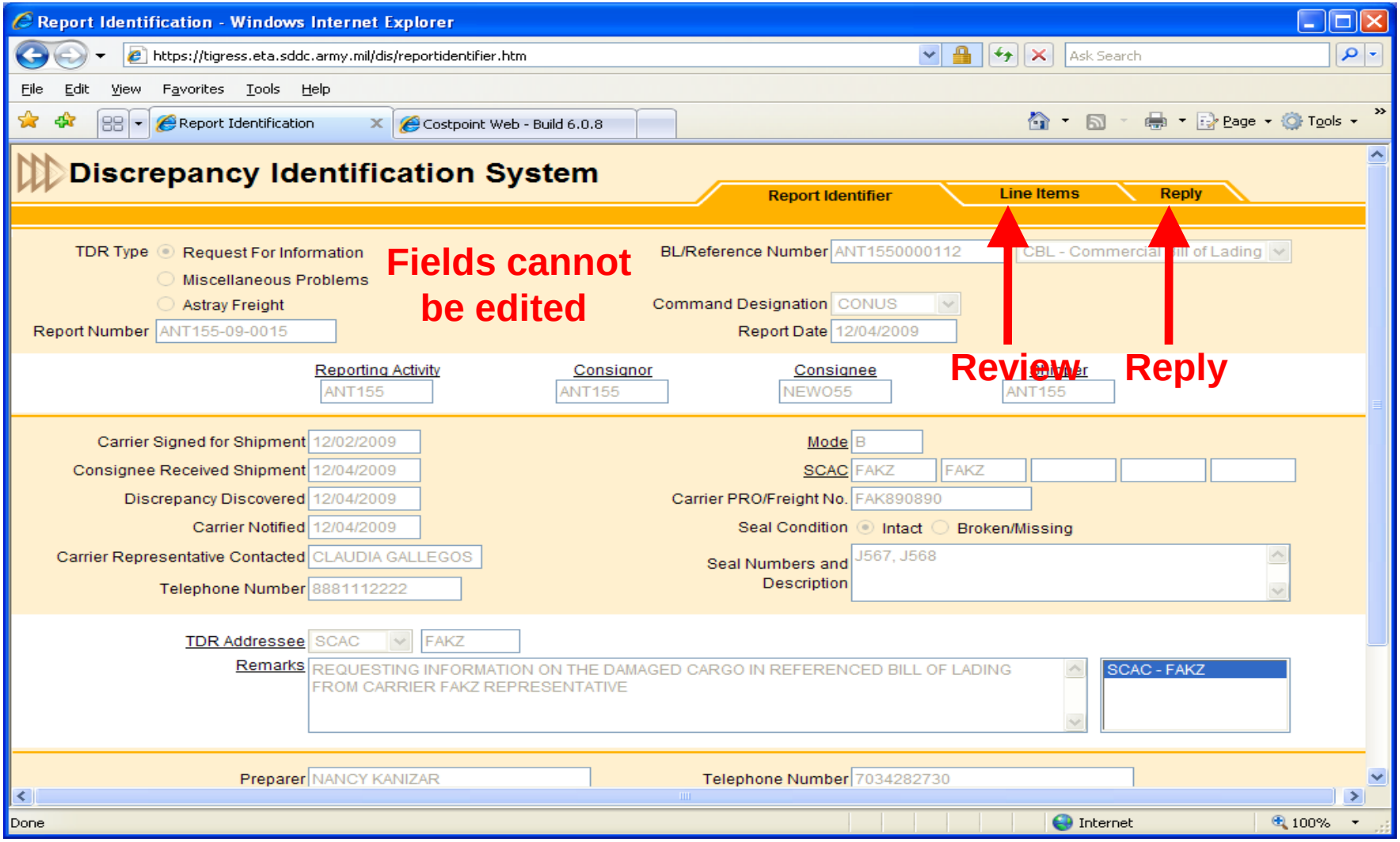
# GFM DIS

## CARRIER SCREEN VIEW



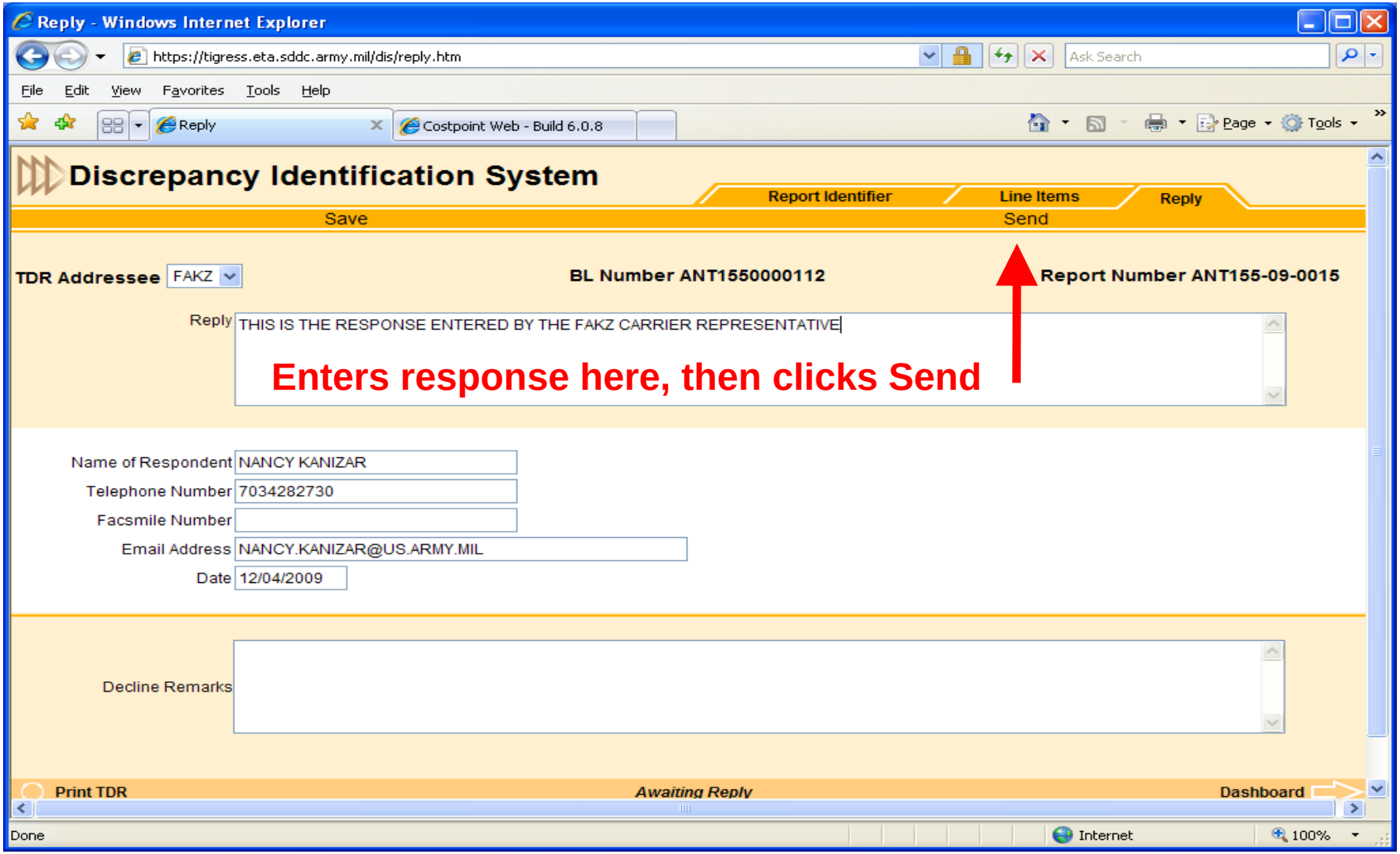
# GFM DIS

## CARRIER SCREEN VIEW



# GFM DIS

## CARRIER SCREEN VIEW

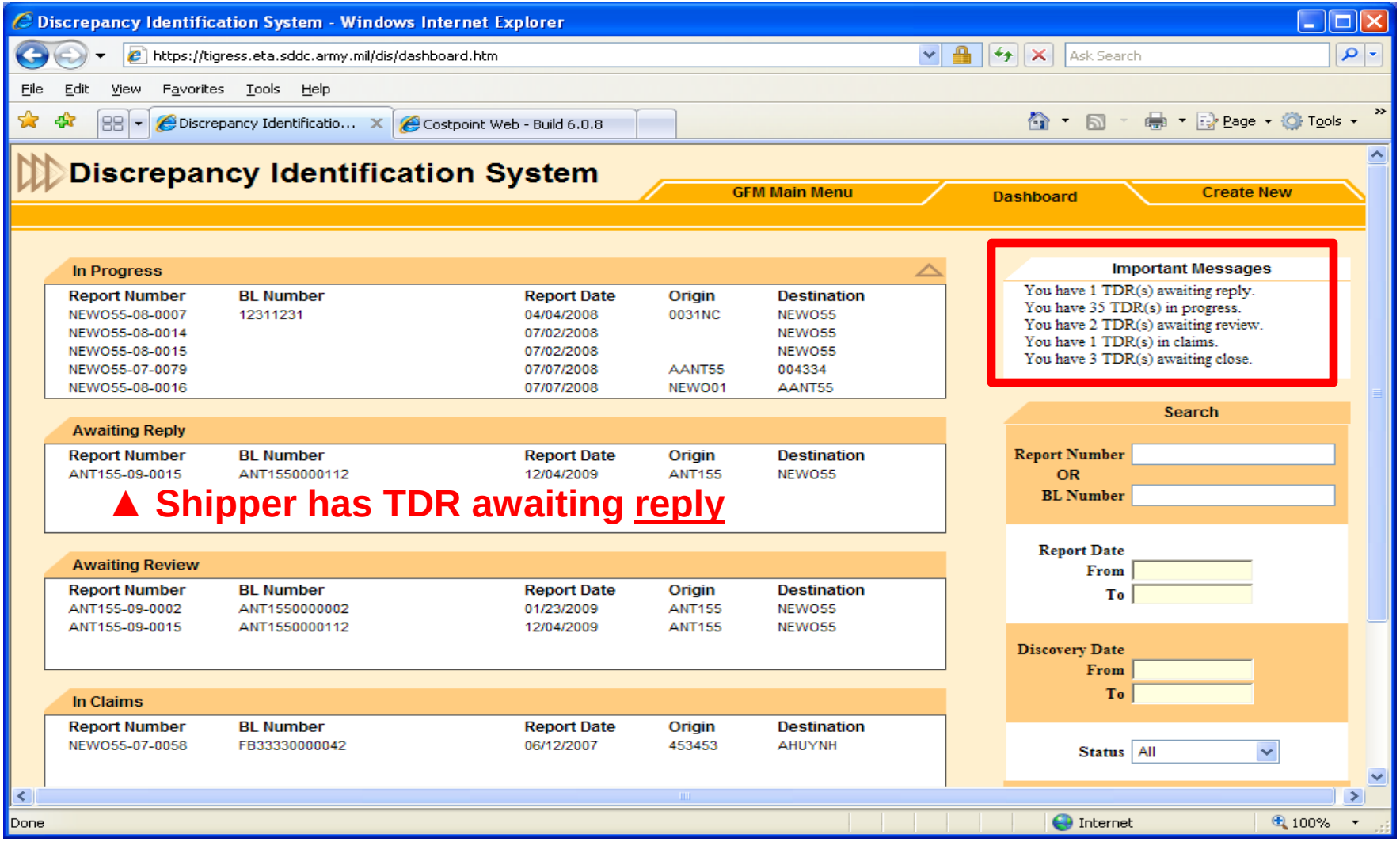


# GFM DIS
## SHIPPER REPLY PROCESS

- Shippers can be both originators of TDRs and recipients of RFIs.

- As a TDR recipient, the shipper's process mirrors the carrier process:
  - Recipient shipper gets an email requesting review of the TDR.
  - TDR shows up in the Awaiting Reply status window of the recipient shipper.
  - Recipient shipper opens the TDR, reviews, enters a reply, and sends back to originator.

# GFM DIS
## SHIPPER SCREEN VIEW



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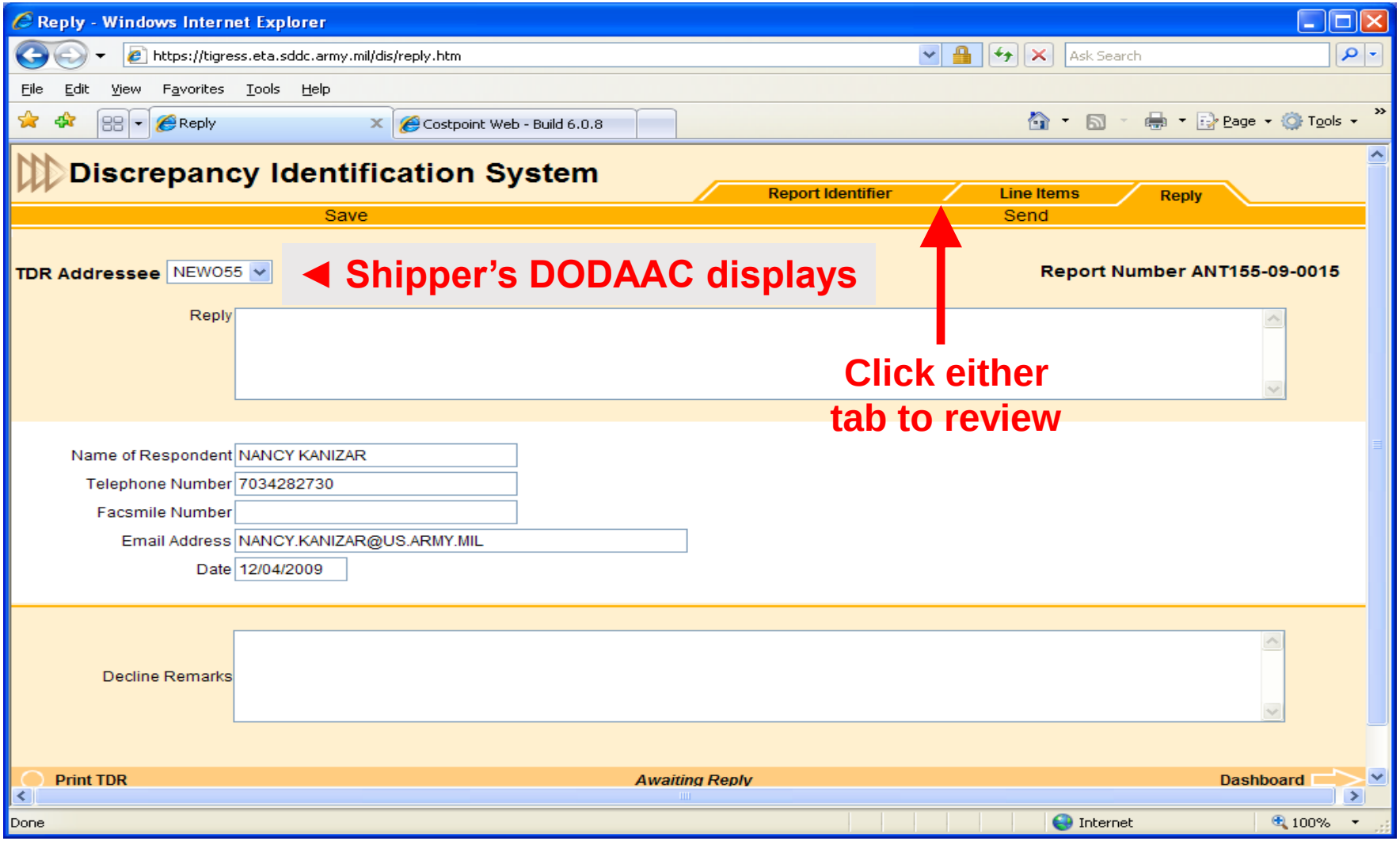
## SHIPPER SCREEN VIEW



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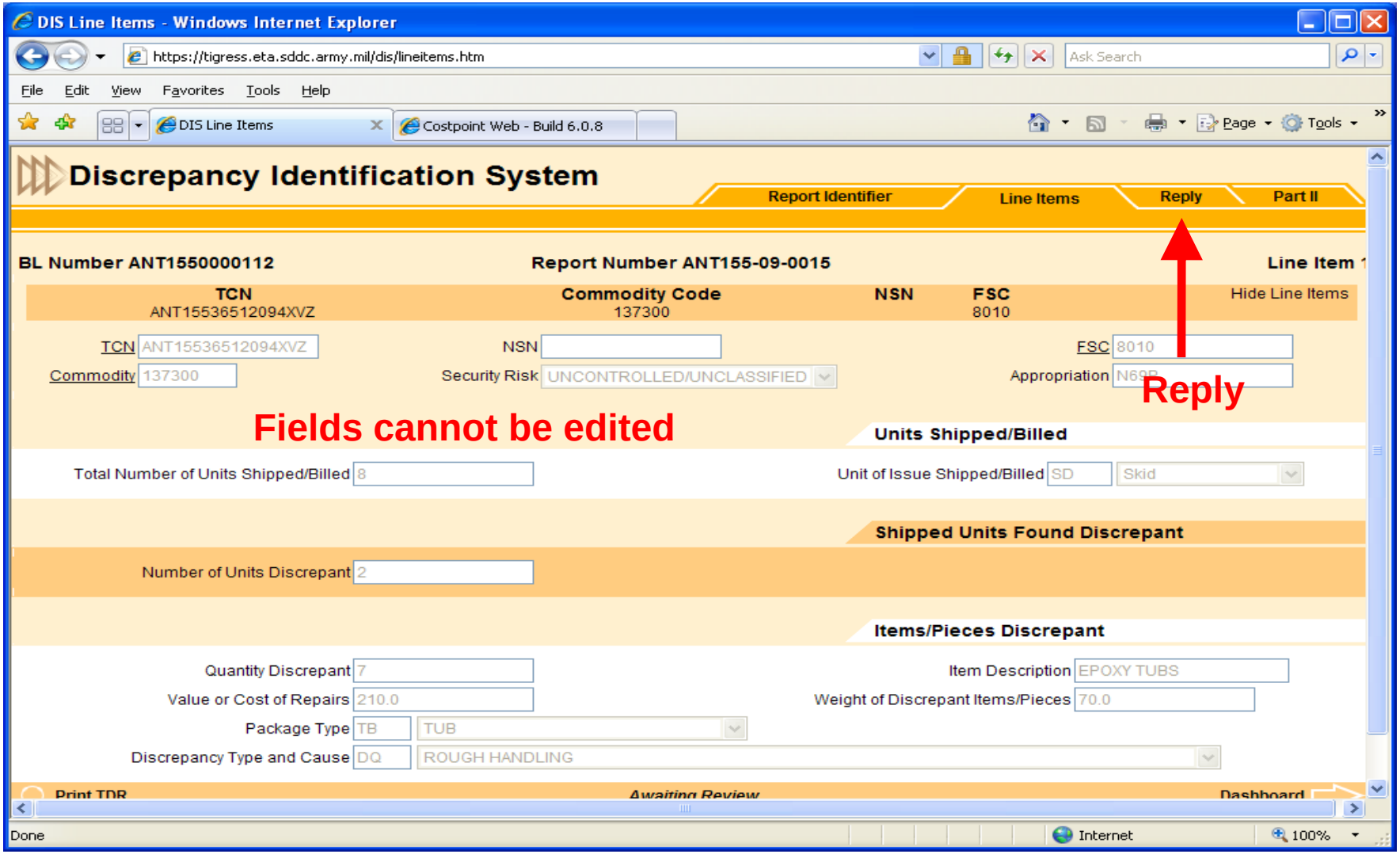
## SHIPPER SCREEN VIEW



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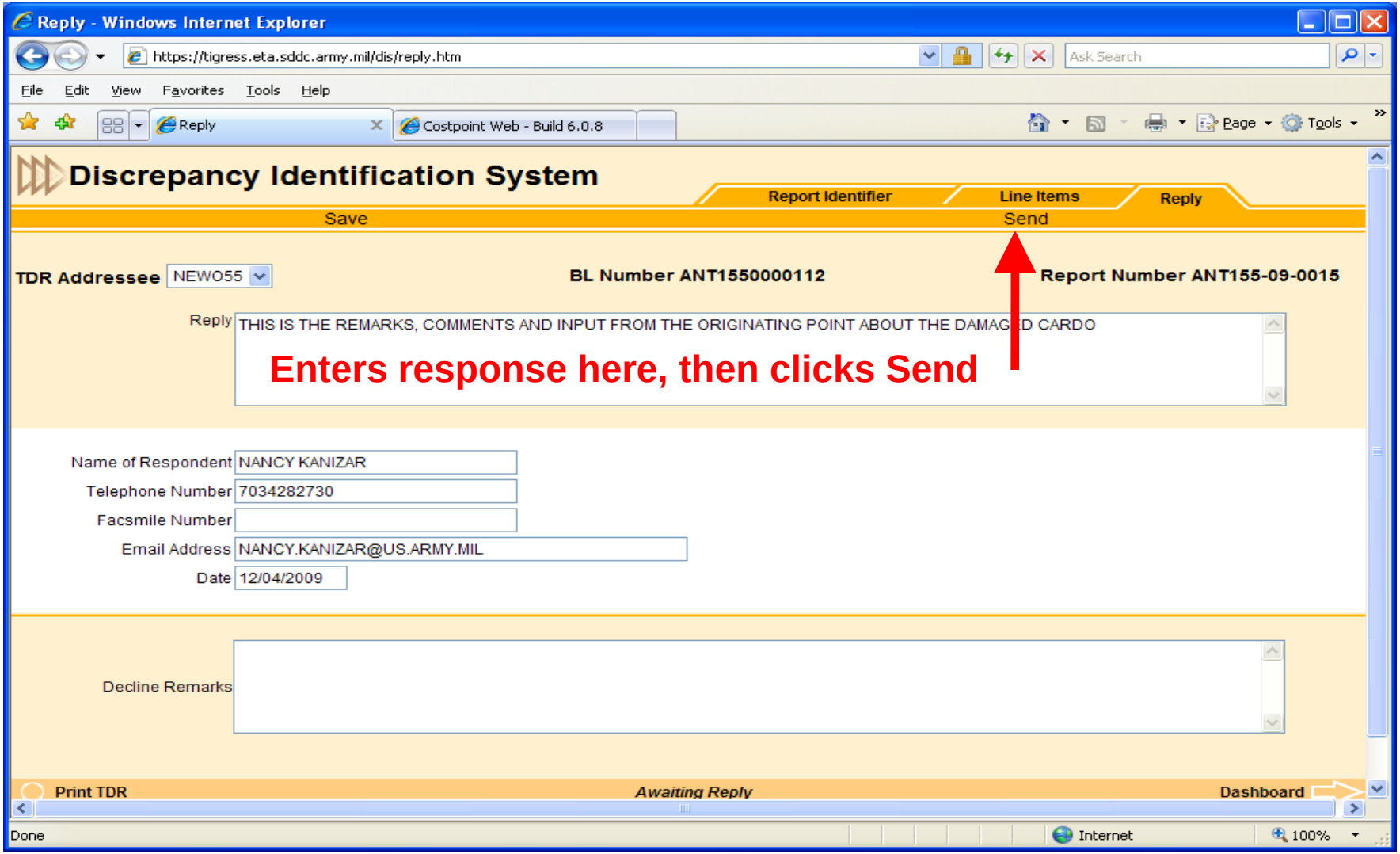
## SHIPPER SCREEN VIEW



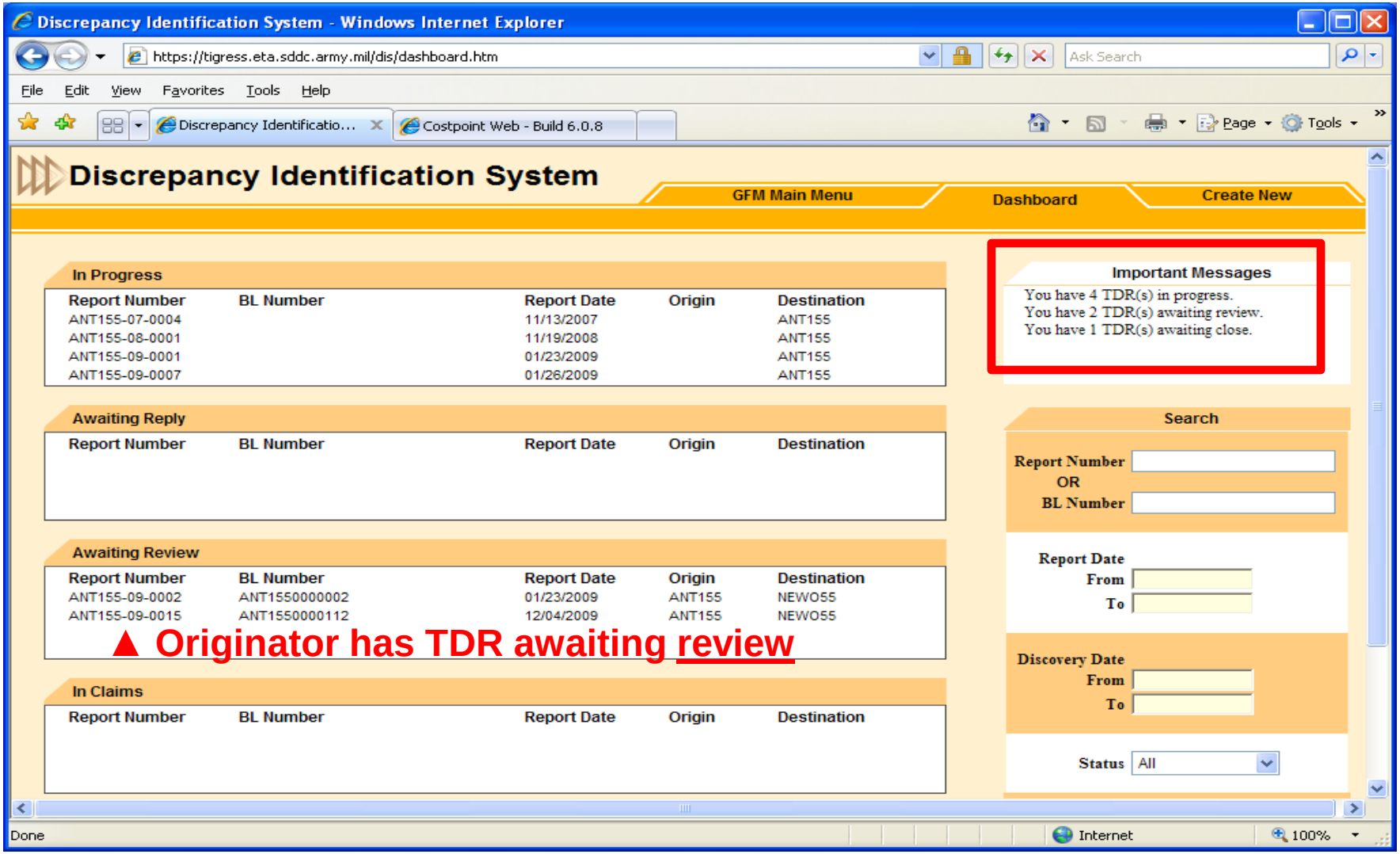
# GFM DIS
## PROCESSING REPLIES

- When TDR recipients send replies, the originator of the TDR gets a notification email
  - TDR can be found in the Awaiting Review status window on the originator's DIS Dashboard.

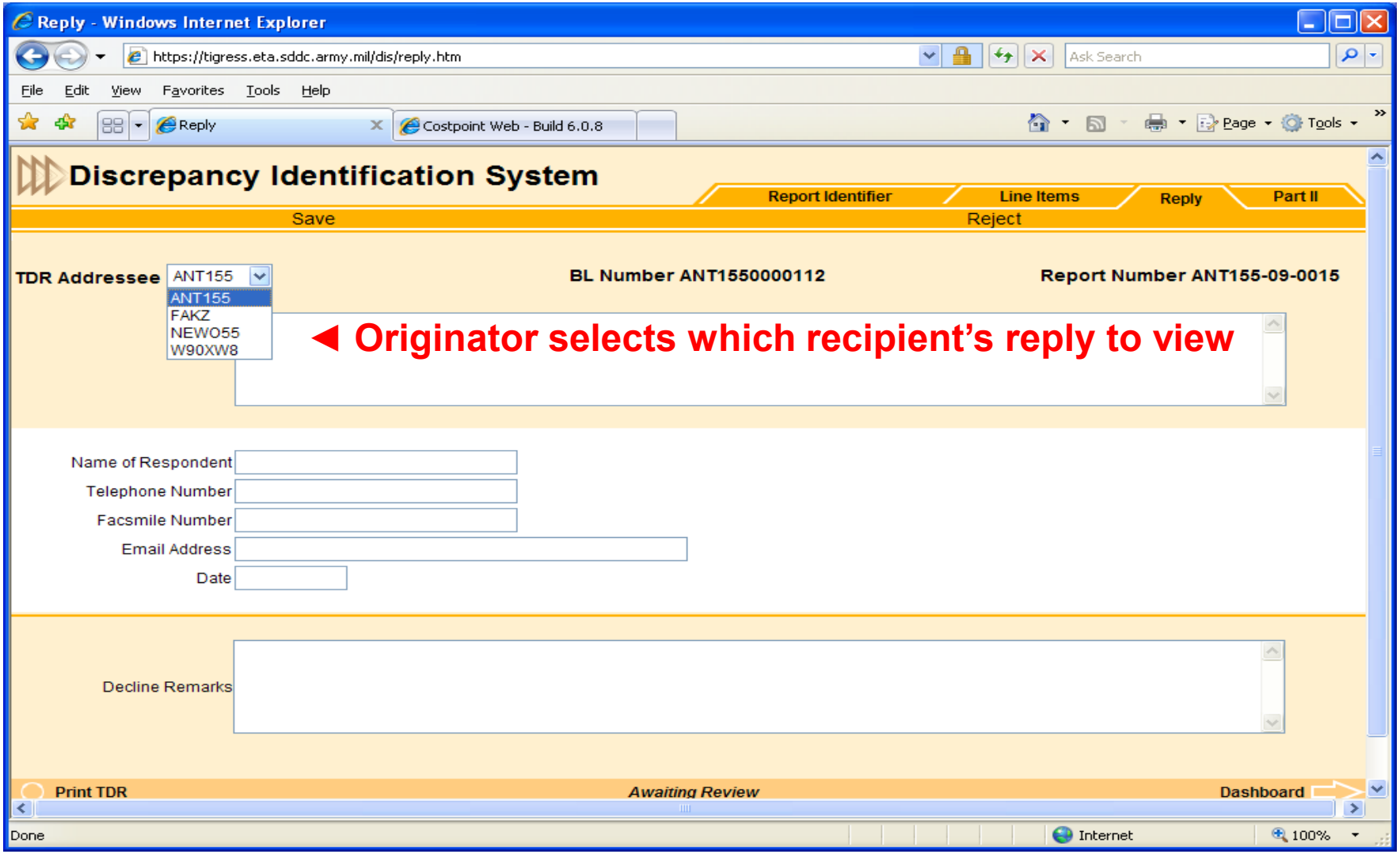
- The originator reviews different replies by selection of each recipient's DODAAC, SCAC, etc. from the TDR Addressee drop-down list.

- The originator can decline to include a reply in the report to claims by clicking **Reject** and entering **remarks**.

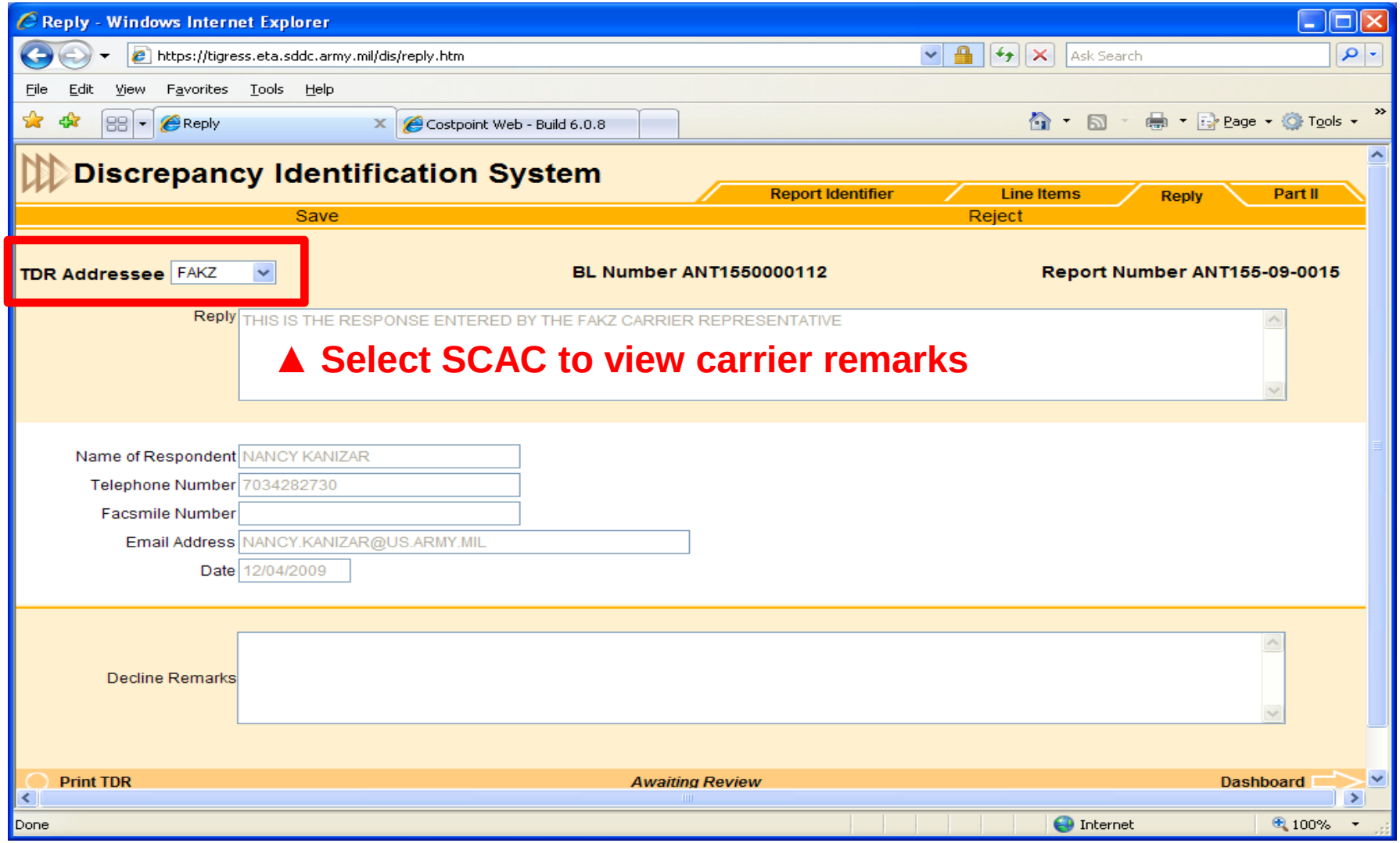
# GFM DIS
## PROCESSING REPLIES



# GFM DIS
## REVIEWING REPLIES



# GFM DIS
## CARRIER REPLIES



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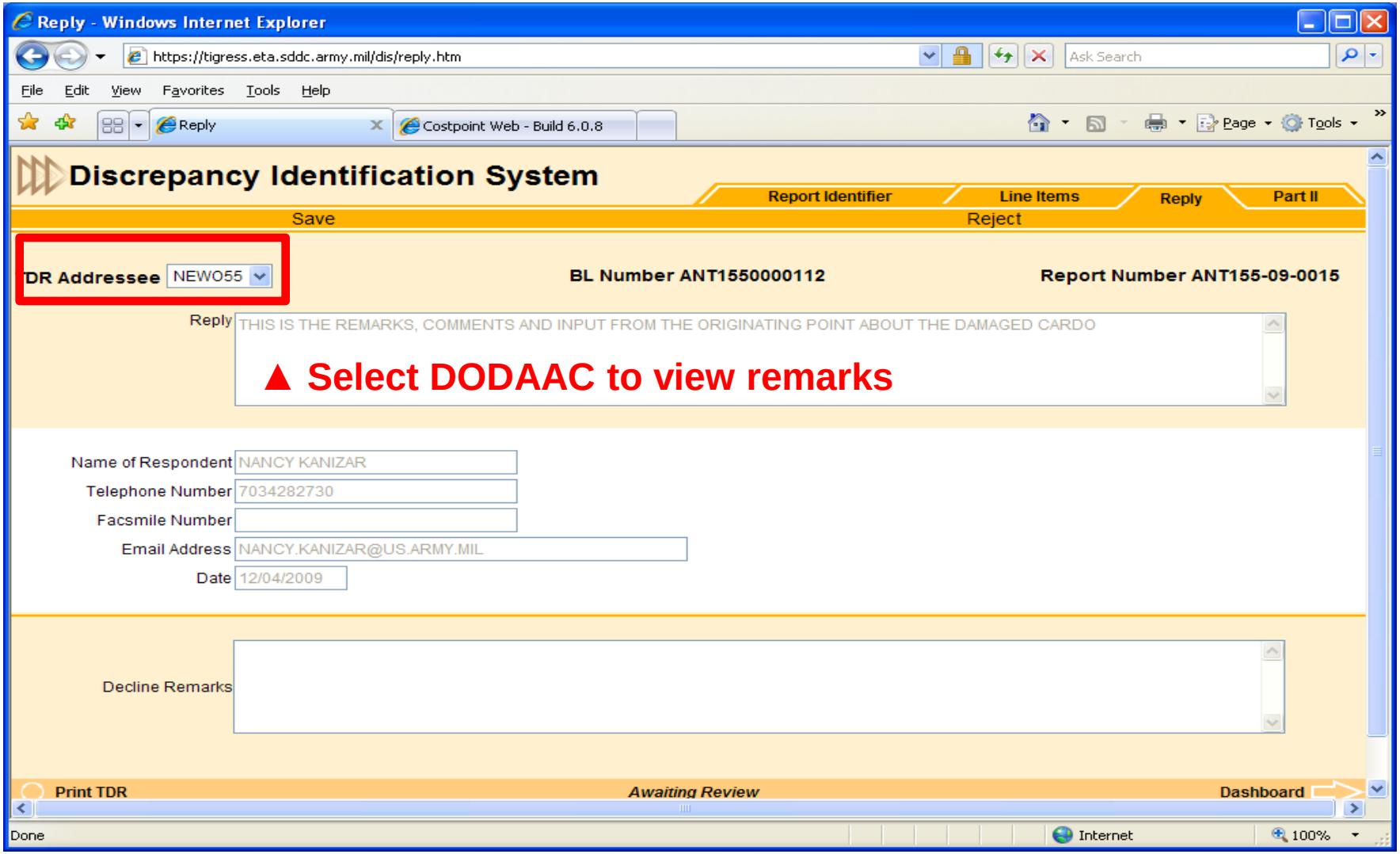
## ORIGINATING SHIPPING OFFICE REPLY



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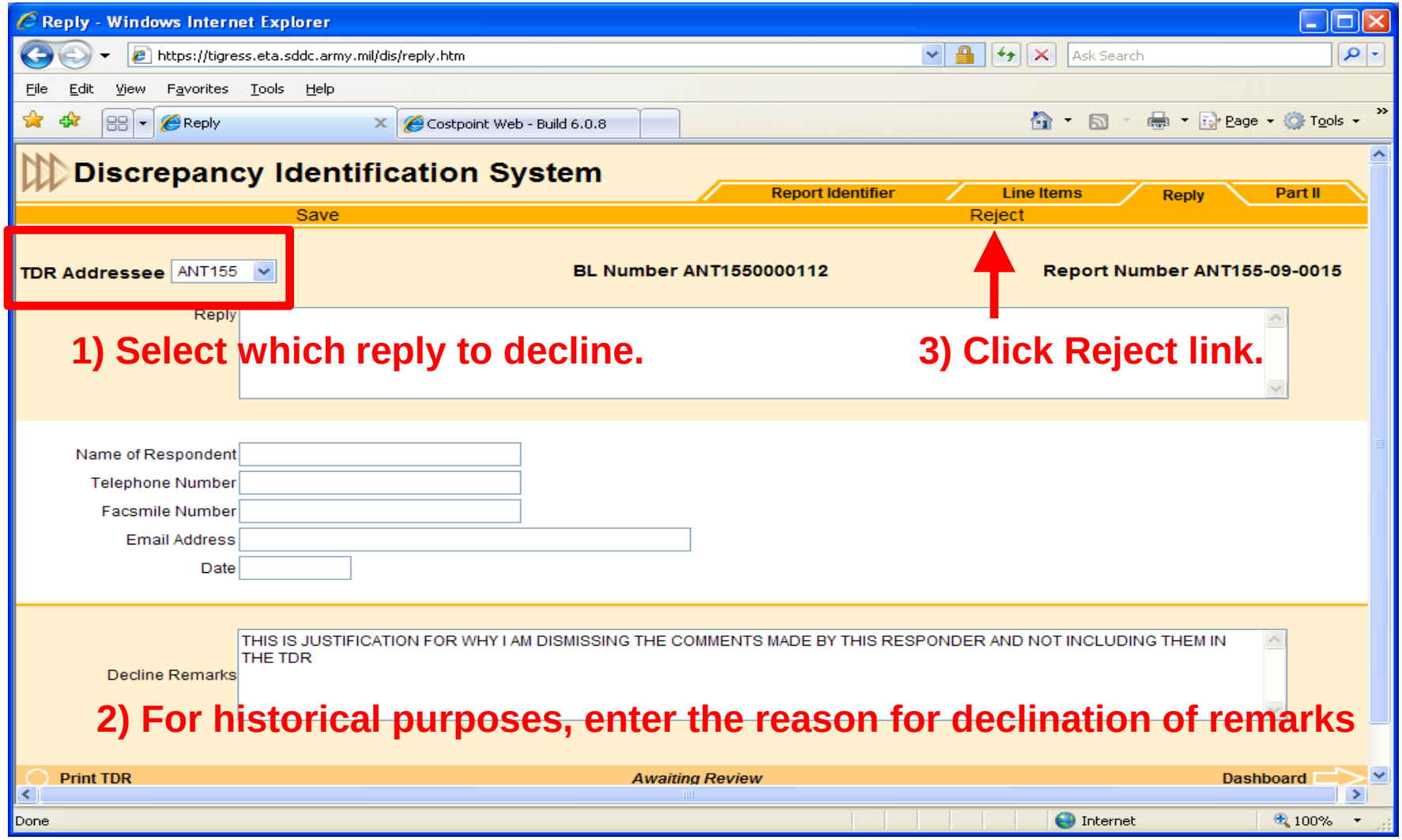
## DECLINE A REPLY



# GFM DIS

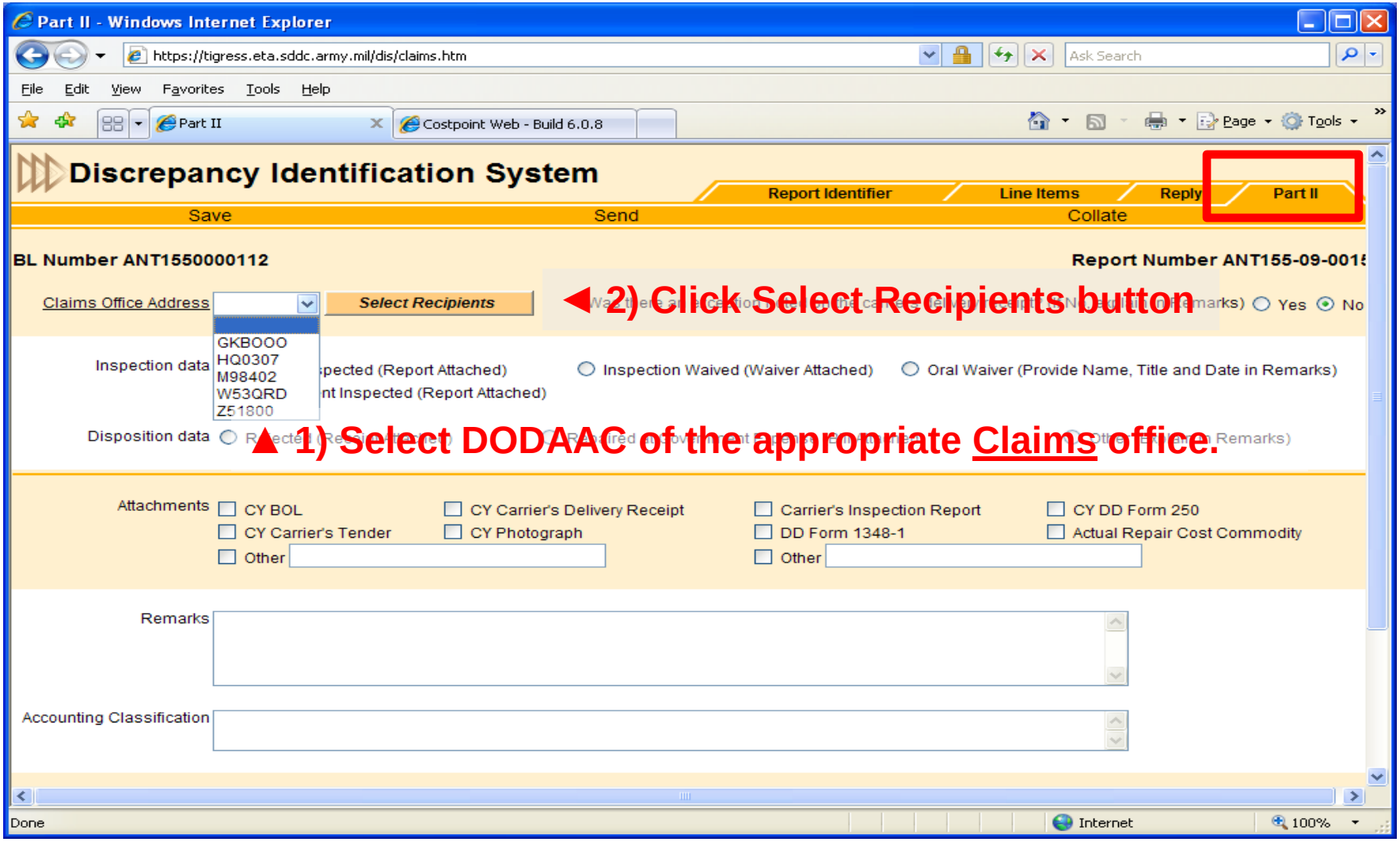
## PREPARING THE TDR FOR CLAIMS

- After review of all replies, the TDR originator completes Part II in preparation for Claims submission.

- Selection of Claims recipients is similar to selection of “TDR Addressees” to create RFIs.

# GFM DIS

## SELECTING CLAIMS RECIPIENTS



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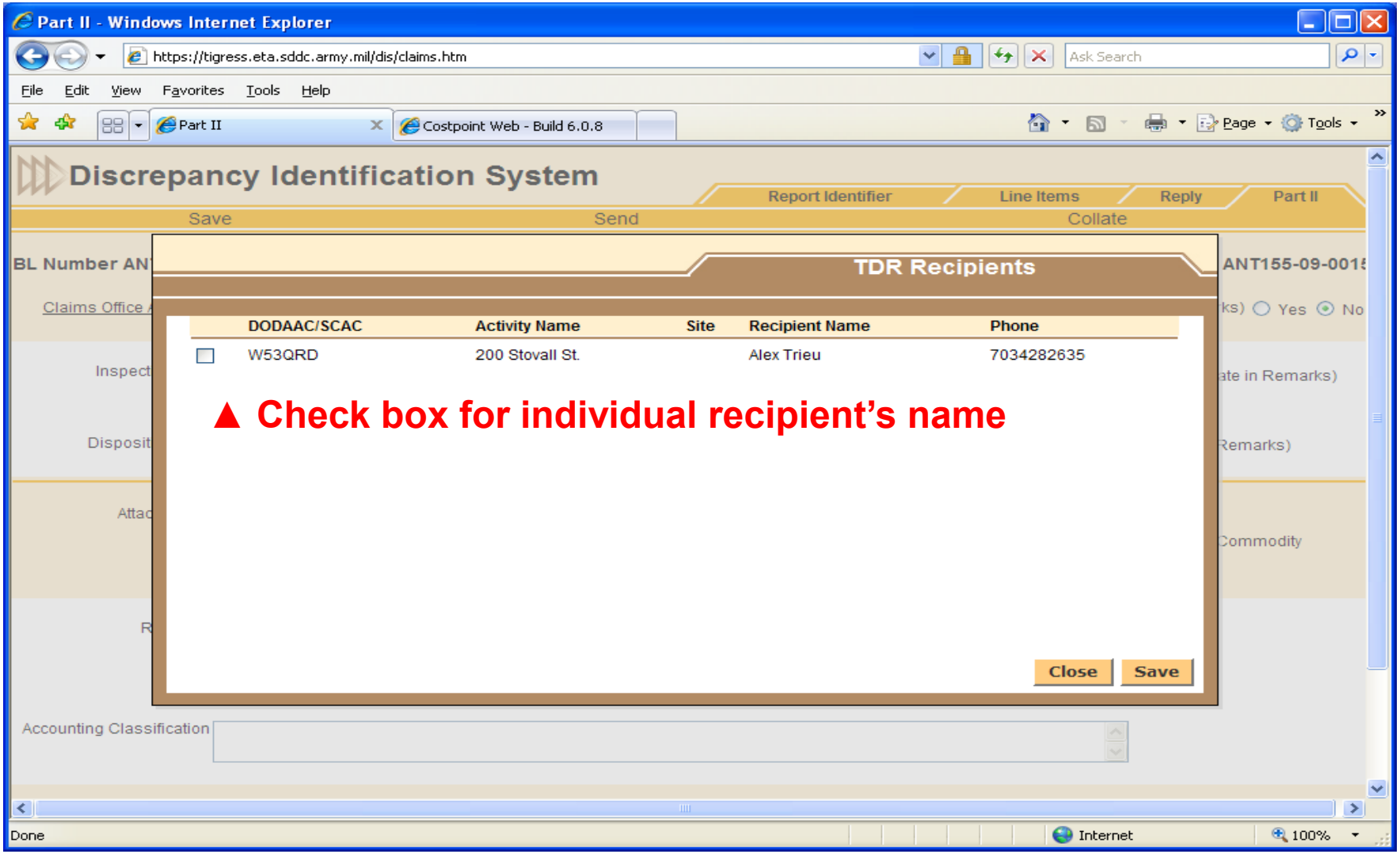
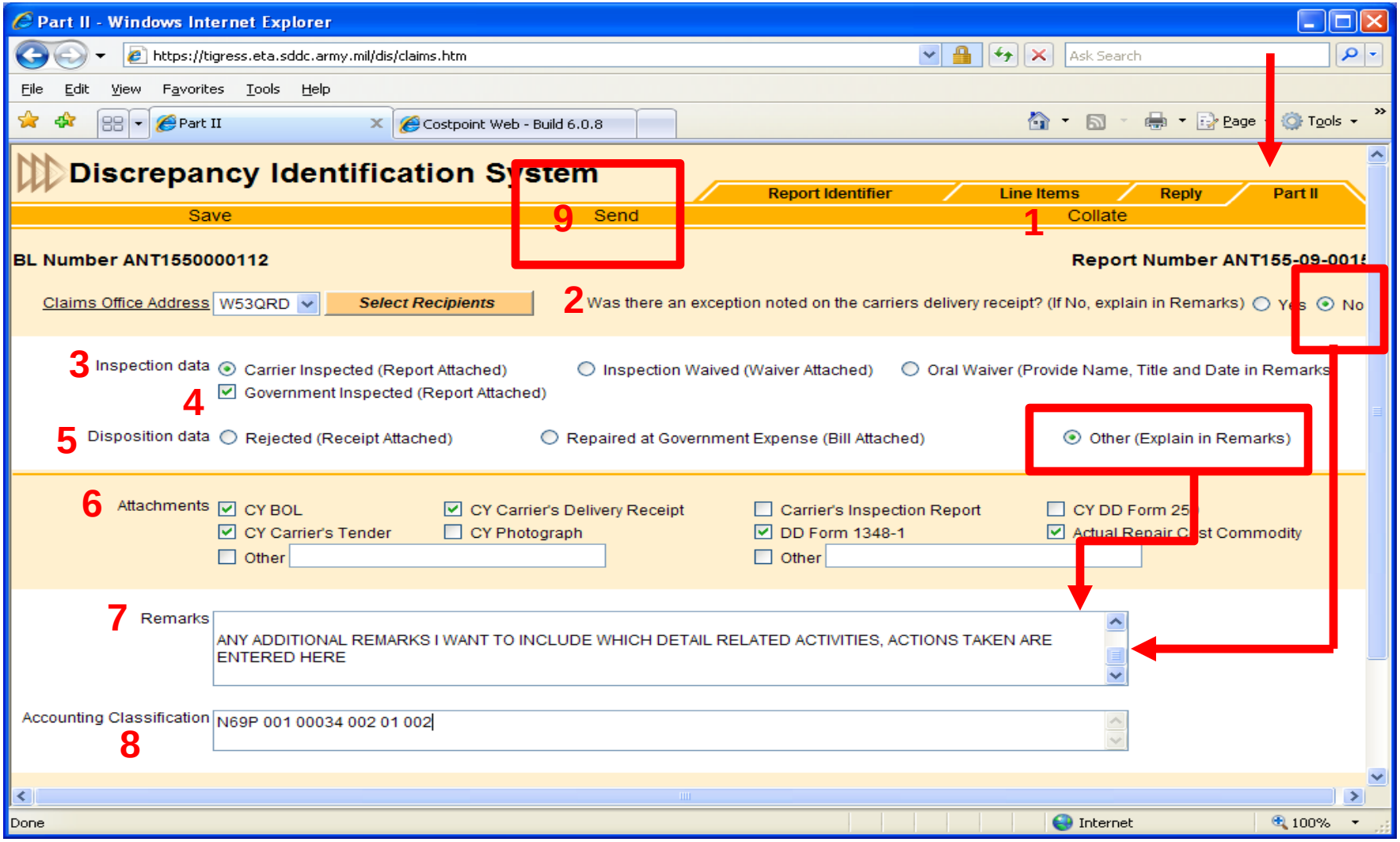
## SELECTING CLAIMS RECIPIENTS



# GFM DIS
## COMPLETING PART II

- After selection of appropriate Claims recipients, enter Part II info:
  1. Click the **Collate** link to display all replies previously received in the **Remarks** field.
  2. Was an exception noted on carrier's delivery receipt? If No, you must enter **remarks**.
  3. Was carrier inspection performed or waived?
  4. Government inspected?
  5. Enter disposition data. If Other, you must enter **remarks**.
  6. Enter artifacts to go with printed TDR (in addition to items above).
  7. Enter additional **remarks**.
  8. Enter appropriation or accounting classification data.
  9. Upon entry of all data, Click **Send**.

# GFM DIS
## COMPLETING PART II



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## ASSEMBLING THE PACKAGE

- After completion of Part II, the originator prints the TDR by clicking the **Print link** at the bottom of the Part II screen or any RFI screen.

- Originator compiles a TDR package with all necessary attachments (photographs, receipts, inspection reports, etc.) and **MAILS THE PACKAGE TO THE APPROPRIATE CLAIMS OFFICE.**

**Without the complete TDR package, Claims cannot process the loss!**

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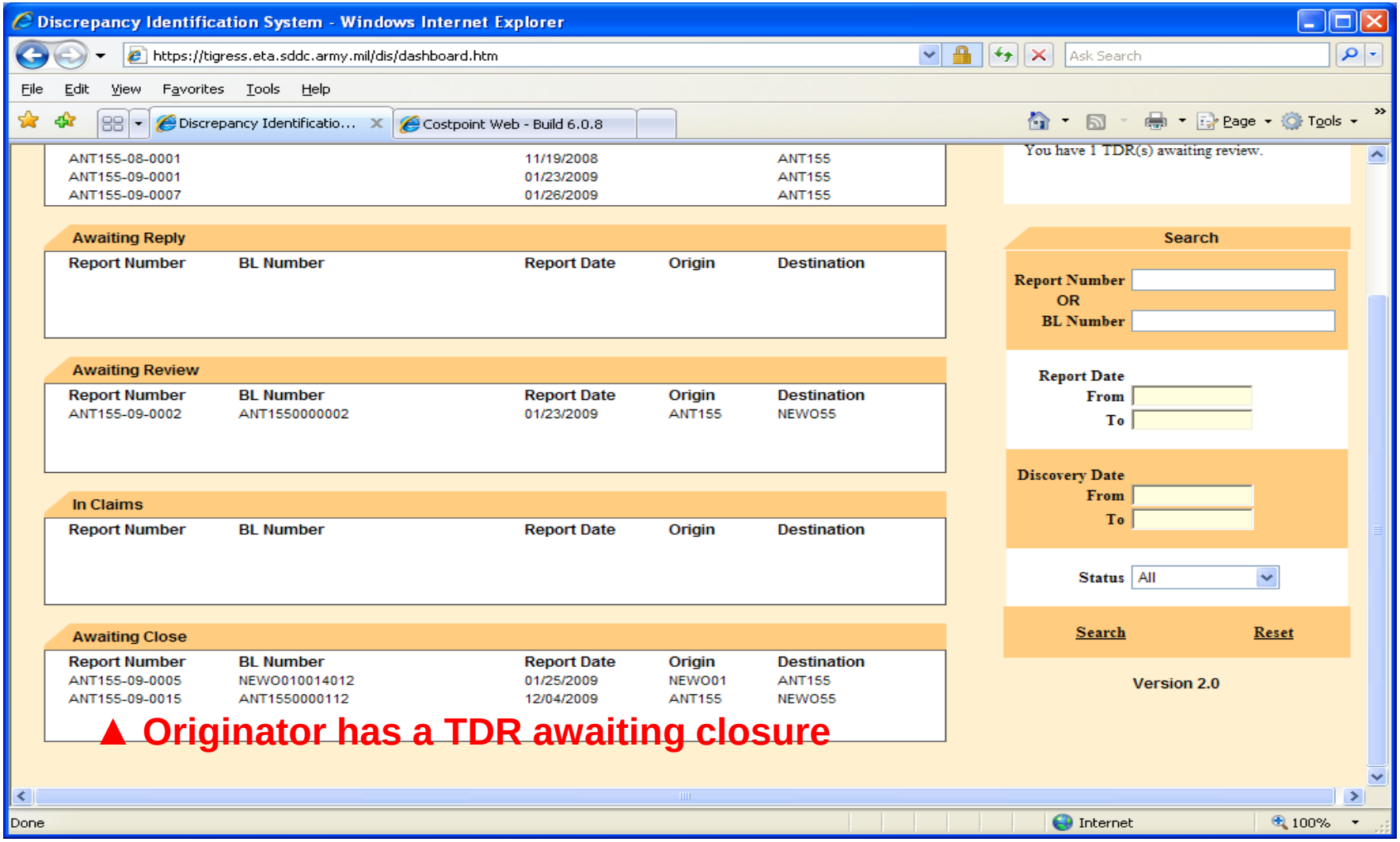
## CLOSING THE TDR

- Upon finalization of the claim by the Claims Office, the TDR goes back to the originator for closure.

- Originator can review the Claims Office comments on Part II of TDR, then click the **Close link** at the top of the screen.

# GFM DIS

## CLOSING THE TDR




▲ Originator has a TDR awaiting closure

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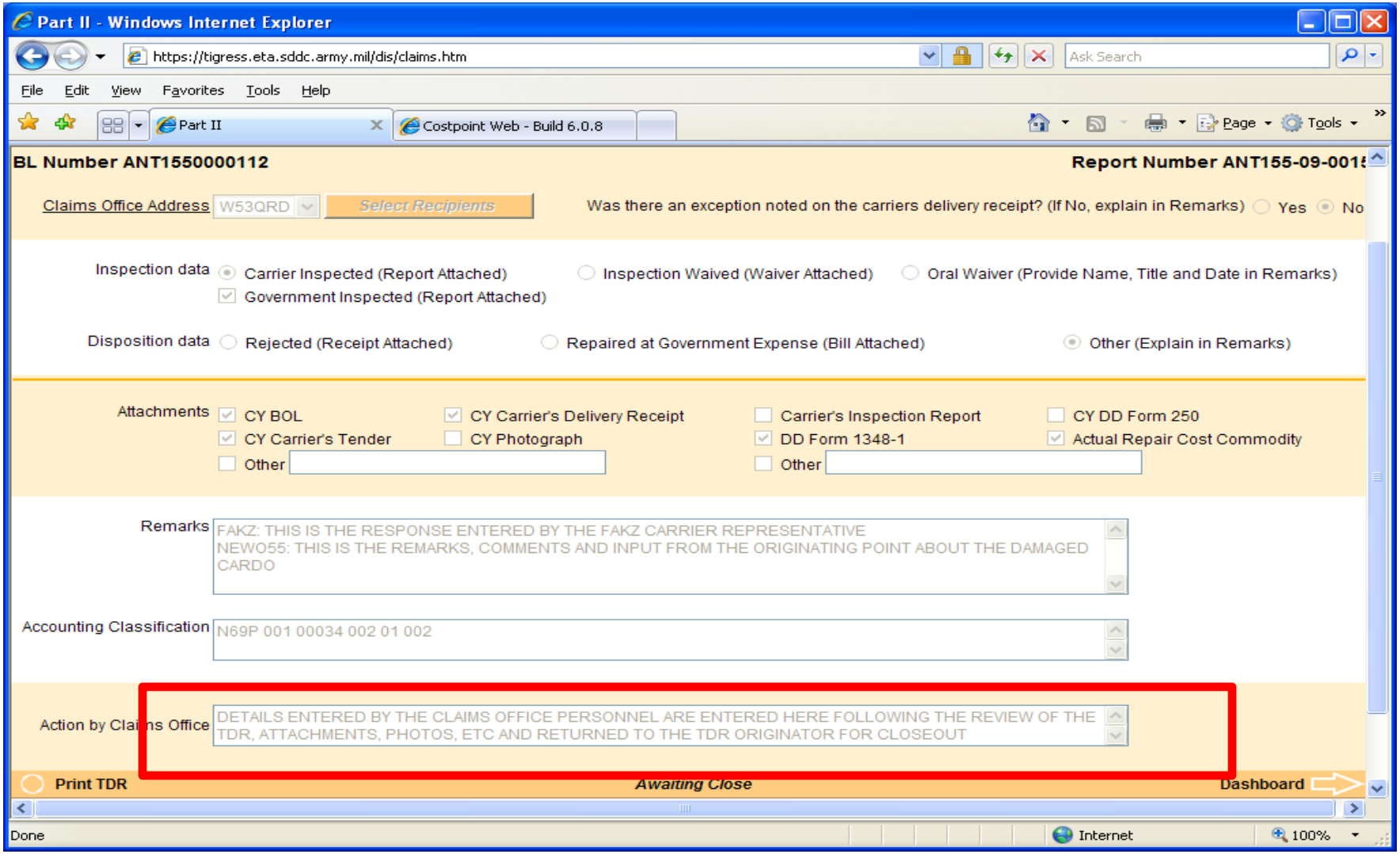
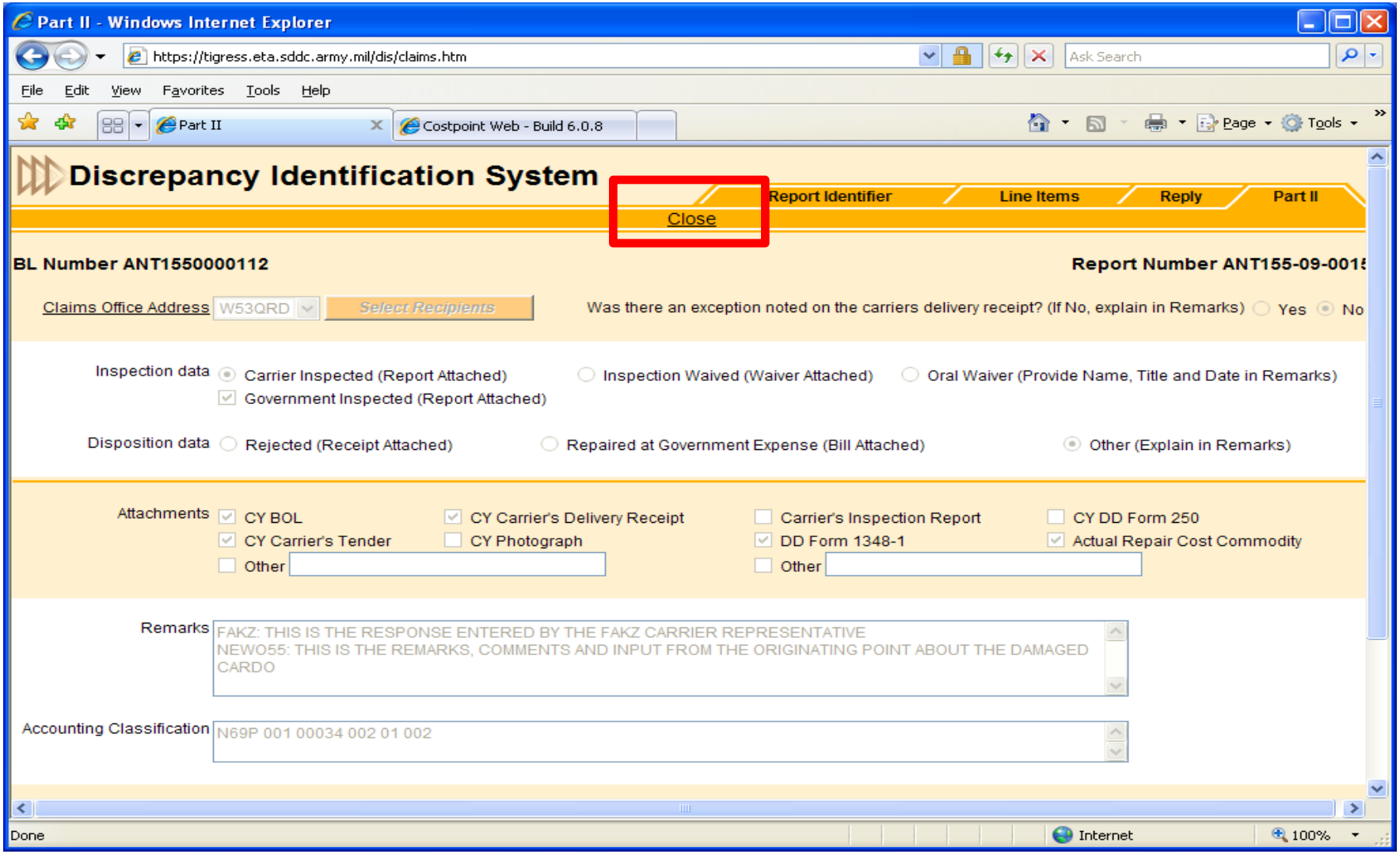
## REVIEWING CLAIMS ACTIONS



# GFM DIS
## CLOSING THE TDR



# GFM DIS

## GFM SUPPORT

- For system-related help, contact the Systems Response Center (SRC):
  sddc.safb.gfmhd@us.army.mil
  (800) 462-2176, **Option 3 for GFM**

- For ETA problems (login/password, profile, etc.)
  sddc.safb.etaadminhd@us.army.mil
  (800) 462-2176, **Option 6 for ETA**

- For detailed instructions on the use of DIS, see the DIS Tutorial available from the **GFM Tutorials link** on the **GFM Main Menu**

# GFM DIS

# QUESTIONS?